Final Revision

1 Choose the correct answer:

1. .... uses human traits for reasoning and problem-solving to perform tasks.
   a. R b. AI c. VR d. All of them
2. .... are examples of technological research tools.
   a. Comparison websites b. Search engines
   c. Online reviews d. All the previous
3. .... is the ethical principle that suggests that AI tools should help society.
   a. Be inclusive b. Be unbiased c. Be beneficial d. Be transparent
4. Typing "=" in the cell let Excel know you are creating ....
   a. tables b. graphs c. presentation d. formula
5. In PowerPoint, you can upload pictures from your photo album using............ tab.
   a. File b. Home c. Design d. Insert
6. .... are real-time communication tools.
   a. Video chats b. Live TV shows
   c. Instant chat rooms d. All of them
7. .... is/are commands that are provided in sentences for writing computer programs.
   a. Programming languages b. Computer hardware
   c. Software applications d. Operating systems
8. .... tool in GIMP allows you to correct flaws in a photo.
   a. Retouching b. Blending
   c. Special Effects d. Background Change
9. Without an OS, a computer will become....................
   a. faster b. slower c. useless d. more efficient
10. Messaging services like WhatsApp use the ....network.
    a. internet b. mobile c. landline d. satellite
11. If you download a new font, you need to use the.................... to install it.
    a. Task Manager b. Device Manager c. Control Panel d. File Explorer
12. PowerPoint is a useful tool for.................... .
    a. sharing information b. creating visuals c. both a and b d. none of them
13. In PowerPoint, you can customize your own slide size under the ....tab.
    a. File b. Home c. Design d. Insert
14. .... are sources of information which a student can potentially learn from.
    a. Internet Service Providers b. Educational Service Providers
    c. Social media platform d. Online shopping sites
15. AI depends on .... to learn problem-solving, reasoning, and decision-making.
    a. Algorithms b. AR c. VR d. none of them

16. How can you prevent accidental file deletion?
a. Delete files regularly
b. Rename files often
c. Regularly back up important files
d. Ignore the issue

17. .... is content that remains the same for every user who visits the website.
a. Static content
b. Dynamic content
c. Interactive content
d. All of them

18. The main goal of Aloi is to ....
a. manufacture electric minibuses
b. sell electric minibuses
c. provide loans for electric minibuses
d. repair electric minibuses

19. The business owner spends the digital token with ....
a. any seller
b. an approved seller
c. the bank
d. the government

20. Flowcharts in PowerPoint illustrate....................
a. a series of steps
b. a single step
c. random steps
d. none of them

21. In Excel, to sort data, you need to go to the toolbar and choose:
a. Home
b. Insert
c. Page Layout
d. Data

22. Microsoft PowerPoint is a part of ....
a. Adobe Suite
b. Google Suite
c. Office Suite
d. none of them

23. A market for buying and selling stocks is called ....
a. supermarket
b. stock exchange
c. bonds
d. none of them

24. GIMP is a/an .... source software that is used to alter images.
a. open
b. closed
c. both a and b
d. none of them

25. Once you're in the Meet, you should .... the use of microphone and camera
a. turn off
b. approve
c. ignore
d. remove

26. The web Content that changes based on user interactions is called ....
a. static content
b. dynamic content
c. fixed content
d. both a and b

27. Microsoft Word provides formatting tools to ....
a. add bold and italicize words
b. set up headings
c. create tables
d. all of them

28. Ms. Manandhar studied .... at Singularity University at NASA.
a. engineering field
b. robotics
c. AI
d. all of them

29. When you open any Office program, the new font will be available in the.................
a. Fonts drop-down menu
b. Home tab
c. d. Insert tab
d. File Menu

30. Flowcharts can be used for........... a task or project
a. visualizing
b. planning
c. presenting
d. all of them

31. A teacher may have a secure database that includes student information, such as....................
a. student number b. class name c. both a and b d. none of them
32. Educational Service Providers (ESPs) may include ....
a. online libraries
b. educational publishing sites
c. online museums
d. all the previous
33. Consumers use .... to compare products.
a. comparison websites b. Google c. social media d. none of them
34. GIMP can be used on .... operating system.
a.mac b. Windows c. both a and b d. none of them
35. During your video conference, you should ....
a. turn off your camera
b. dress appropriately and smile
c. ignore the participants
d. leave the meeting
36. You can insert flowchart in PowerPoint via Insert tab, then click ....
a.Chart b. WordArt c. Picture d. SmartArt
37. A business may have similar databases for keeping track of....................
a. employees' information
b. customers' information
c. suppliers' information
d. competitors' information
38. Aloi is a .... company helps people use financial services.
a.fintech b. healthcare c. transportation d. education
39. Messages sent via WhatsApp are....................
a. encrypted b. open c. unsecured d. public
40. Most laptops and computers pre-loaded with .... operating system
a.macOS b. Androide c. Windows d. Linux
41. All the following are specifications for Egypt's first electric car, except............
a. accommodate 5 people
b. maximum speed is 120 km/hr
c. uses a lithium-ion battery.
d. have affordable price
42. .... is/are example(s) of ESPs.
a. Alexandria Library b. EKB c. Facebook d. both a and b
43. Smart thermostats use AI to ....
a.play music
b. cook food
c. regulate temperature
d. clean the room
44. Comparisons websites compare products based on ....
a. price b. quality c. both a and b d. none of them
45. .... store(s) a large amount of information in a computer system.
a.Search engines b. Databases c. social media d. ESP
46. You can .... two images, using blending feature in GIMP.
a.separate b. delete c. combine d. copy

47. when you aren't speaking in an online meeting, it is recommended to .... the microphone.
a. turn on b. mute c. remove d. all of them

48. In Nepal, passengers can pay for their rides through ....
a. digital tokens b. mobile wallets c. both a and b d. cash

49. messaging services are compatible with .... operating system.
a. Android b. iOS c. both a and b d. none of them

50. The financial transactions are sent as ....
a. emails b. letters c. fax d. SMS (text)

51. An operating system (OS) is the software that....................
a. manages a computer's functions
b. runs the software and hardware
c. allows communication with computers d. all of the them

52. .... respond to your questions online through chat windows.
a. People b. Chatbots c. ISPs d. Chatroom

53. .... Prevent(s) dangerous email from reaching your inbox.
a.Navigation apps b. Facial recognition
c. Chat windows d. Email spam filters

54. companies can sell .... to raise money.
a. books b. reviews c. bonds d. competitors

55. You can use .... to create databases.
a. MS PowerPoint b. WordPress c. MS Word d. none of them

56. .... tab allows you to choose the size of your slides in PowerPoint.
a. Design b. Save As c. Edit d. Insert

57. GIMP is a .... software.
a. word processing b. photo editing c. spreadsheet d. presentation

58. .... is a programming language used to create dynamic web content.
a. HTML b. JavaScript c. Scratch d. Python

59. The loans from Aloi are repaid through.................... .
a. bank transfers b. cash payments
c. the company's platform d. credit card

60. Macintosh computers use .... operating system.
a. macOS b. iOS c. Android d. Linux

61. Ms. Manandhar wants to use her knowledge to ....
a. start a business b. improve the local environment
c. increase the emission rate d. study at google

62. Smartphones and tablets use .... operating system(s).
a. Android b. iOS c. Windows d. a and b

63. You can insert flowchart in PowerPoint by selecting .... from Insert tab.
a. Chart b. WordArt c. Picture d. SmartArt

64. To add additional columns in Excel, right-click the top of the column and then select .... column.
a. Move b. Insert c. Delete d. Edit

65. The maximum recommended duration for a PowerPoint presentation is .... minutes.
a. 10 b. 15 c. 20 d. 25

66. You can contact ESPs using ....
a. email b. chat window c. video chat d. both a and b

67. Social media sites use AI to suggest.................... to users.
a. connections b. devices c. locations d. none of them

68. .... are equal parts into which the ownership of a company is divided.
a. Reviews b. Bonds c. Shares d. Products

69. .... is an example of a paid photo editing software.
a. GIMP b. Adobe Photoshop c. MS Word d. Spotify

70. The basic tools in Microsoft Teams and Google Meet are ....
a. similar b. different c. variable d. none of them

71. You should regularly backup important files to a (an) ....
a. external hard drive b. cloud storage service
c. both a or b d. none of them

72. To add a flowchart in PowerPoint, click on .... tab.
a. Home b. Insert c. Design d. Animations

73. In Excel, when you write numbers, such as a date, Excel will ....
a. delete them b. automatically format them
c. change them to text d. none of the previous

74. .... mode allows you review your presentation for errors or layout issues.
a. Design b. Save As c. Review d. Insert

75. You can easily remove a program in windows by selecting .... in Control Panel, then uninstall.
a. Programs and Features b. System and Security
c. Hardware and Sound d. Network and Internet

76. Mobile wallet is an app that can be used to ....
a. send and receive money b. pay bills
c. book travel tickets d. all the previous

77. To choose between different designs in MS. Word, you need to click on the.....
a. Home and View tabs b. Layout and Insert tabs
c. Review and References tabs d. File and Data tabs

78. The ethical principle that ensures user privacy and security is to ....
a. be protective
b. be transparent
c. be inclusive
d. be accountable

79. .... are AI computer programs designed to respond to questions online.
a. Video chats
b. Chat rooms
c. Chatbots
d. All of them

80. .... provide personalized learning for each user's unique abilities.
a. Navigation apps
b. Interactive learning programs
c. Email spam filters
d. Language processing tools

81. You can change the settings of an operating system by using ....
a. a web browser
b. device manager
c. task manager
d. system settings control

82. You can make a flowchart more visually appealing in PowerPoint by ....
a. adding more text
b. changing colors
c. removing all shapes
d. making it smaller

83. The recommended number of slides in a PowerPoint presentation is ....
a. less than 5
b. not less than 10
c. not more than 10
d. more than 20

84. In Excel, ... feature is used to arrange information alphabetically.
a. Layout
b. Format
c. Sort
d. Design

85. The follow-up email after video conference should include a .... of the meeting.
a. summary
b. recording
c. recipe
d. a or b

86. Deleting the file and downloading it again is a solution to the problem that ....
a. the file was accidentally deleted
b. the file is corrupted
c. the file can't be saved
d. the device won't charge

87. The loans provided to minibus drivers in Nepal are used for ....
a. buying electric minibuses
b. upgrading existing ones
c. purchasing houses
d. both a and b

88. Operating system is a type of ....
a.software
b. hardware
c. devices
d. Apple app

89. Egypt is launching its first electric car to adopt ....
a. economic development
b. green economy
c. sustainable transportation
d. environmental protection

90. The loans provided by Aloi are .... loans.
a. high-interest
b. low-interest
c. no-interest
d. variable-interest

91. .... tools help you choose a style for your presentation in PowerPoint.
a. Themes and Variants
b. Save As
c. Slide Size
d. Print

92. In PowerPoint, to change colors of a flowchart, you need to click on....................
a. SmartArt Design b. SmartArt Colors
c. SmartArt Styles d. SmartArt Themes

93. Excel lets you manipulate numbers in your database by adding ....
a.formulas b. filters c. pictures d. text

94. Once you're in the Meet, you should approve the use of ....
a. microphone b. camera c. a and b d. none of them

95. .... give the individual a percentage of ownership in a company.
a.Reviews b. Bonds c. Stocks d. Products

96. To check reports for spelling in Microsoft Word, you use....................
a. Formatting tools b. Editing tools c. Preview tools d. Insert tab

97. .... is the software that manages a computer's functions, runs the software and hardware.
a.CPU b. An operating system
c. AI d. None of them

98. One of the ways to decrease the carbon emission rate is ....
a. using petrol cars b. using electric cars
c. increasing the number of cars d. increasing pollution

99. To see a final preview of your presentation before printing, click on .... tab.
a. Design b. Save As c. File d. Insert

100. To create a simple formula in Excel, first type ……… sign.
A. "=" b. "x" c. "+" d. "/"

101. If your device won't charge, you should check ....
a. charging cable b. electricity at home c. software update d. a and b

102..................... provide articles about products and links to relevant shopping sites.
a. Comparison websites b. Online reviews
c. Search engines d. All of them

103..................... help(s) you formulate your writing or responses.
a. Facial recognition b. Navigation apps
c. Language processing tools d. Chat windows

104..................... tool can be used to add movement to sentences and words in PowerPoint.
A. Pictures B. Transition C. Text box D. Animation

105. In Windows, the system settings control is called ....
a. System Preferences b. Control Panel c. Control Center d. Settings

106. What does the business owner receive upon loan approval?
a. A physical token b. A digital token c. Bank transfer d. Cash

107. If an AI tool doesn't work properly, the AI designer should ....
a. admit the mistake b. provide insight on the problem.
c. blame the users d. both a and b

108. A person who wants to help the environment invest in .... company.
a. fast food b. green c. blue d. tobacco

109. Recycle Bin in your computer is .... deleted files.
a. temporarily stores b. permanently removes
c. both a and b d. none of the previous

110. .... is a free alternative to Adobe Photoshop.
a. Excel b. Outlook c. GIMP d. MS Word

111. What can you do if a file is corrupted?
a. Delete it and download it again b. Open it with another program
c. Update your software d. All the previous

112. To add a new wireless printer in Windows, You need to select ....
a. Programs and Features b. System and Security
c. Hardware and Sound d. Network and Internet,

113. The first Egyptian electric car uses a .... battery.
a. lithium-ion b. nickel- cadmium c. lead-acid d. Alkaline

114. You can convert an image to ....file using GIMP program.
a. zip b. exe c. py d. Pdf

115. When trying to .... a file, be sure you aren't using the name of another file.
a. delete b. print c. edit d. save

116. The .... tool in MS Word allows you to view a document before saving or printing.
a. editing b. preview c. formatting d. both and b

117. To remove computer programs from your Windows PC, you need to open the ....
a. Control Center b. Device Manager c. Control Panel d. File Explorer

118. .... is an app for storing money, you can use it to pay bills
a. Credit card b. Mobile wallet c. WhatsApp d. a and b

119. .... tools in Microsoft Word allows you to insert images, hyperlinks, and footnotes.
a. Review b. Editing c. Formatting d. None of them

2 Put (✓) or (✗):

1. AI tools should be inclusive of all users ( )
2. E-commerce involves the online purchasing and selling of goods and services. ( )
3. Navigation apps utilize AI to guide users to their destinations. ( )
4. Office Suite can be used to create presentations. ( )
5. Text and images are examples of visuals in PowerPoint. ( )
6. Microsoft Excel can be used to create databases. ( )

7. Ms. Manandhar studied robotics and artificial intelligence. ( )
8. Messages sent through WhatsApp are encrypted. ( )
9. With GIMP, you cannot correct flaws in a photo. ( )
10. Programming languages are used to write computer programs. ( )
11. Microsoft Teams and Google Meet™ are video conferencing platforms. ( )
12. All Educational Service Providers (ESPs) are profit organizations. ( )
13. AI tools are not used in writing essays. ( )
14. Reviews by family and friends are useful in evaluating products. ( )
15. To create a formula in Excel, we use a "=" sign. ( )
16. A flowchart illustrates a series of steps. ( )
17. macOS is generally more expensive than other operating systems. ( )
18. Aloi assists women minibus drivers in Nepal to obtain high-interest loans. ( )
19. GIMP can be used to edit photos online. ( )
20. JavaScript is primarily used for creating static web content. ( )
21. You can join a meeting by entering the invite link. ( )
22. The only way to contact ESPs is through email. ( )
23. Designers of AI tools do not need to be ethical. ( )
24. Companies may sell bonds to raise money. ( )
25. All data must be managed in compliance with Egypt's Data Protection Laws. ( )
26. You don't need to practice your presentation in advance. ( )
27. Microsoft Word allows you to create tables using editing tools. ( )
28. Smartphones and tablets use the same operating systems as computers. ( )
29. Dust and water in the charging port can prevent a device from charging. ( )
30. Adobe Photoshop and GIMP are free photo editing software. ( )
31. If your device doesn't charge, try to use another charging cable. ( )
32. When writing to an ESP, it's not important to be formal. ( )
33. It's not necessary to protect yourself online when using AI tools. ( )
34. The stock exchange is a market where people can buy and sell products. ( )
35. Excel lets you manipulate numbers in your database by adding formulas. ( )
36. The SmartArt Design tab in PowerPoint changes flowchart colors. ( )
37. The electric minibuses could increase the emission rate. ( )
38. Messaging services like WhatsApp and SMS allow communication with others. ( )
39. Using a password manager can help manage passwords. ( )
40. It is important to include a summary of the meeting in your follow-up email. ( )
41. If a file is corrupted, try opening it using another program. ( )

42. Online museums can be considered as ESPs. ( )
43. Data used in AI should be based on personal views. ( )
44. Stocks and bonds cannot be bought, managed, or sold through websites. ( )
45. Review mode allows you to check the presentation for text and layout errors. ( )
46. Changing colors makes the flowchart more visually appealing. ( )
47. In Windows, the system settings control is called Control Center. ( )
48. Passengers can schedule rides online through the company's website. ( )
49. No need to check the connection and software before a video call. ( )
50. GIMP is closed source software. ( )
51. The basic tools in Microsoft Teams and Google Meet™ are different. ( )
52. You should always be formal when writing to ESPs. ( )
53. Transparency in AI tools involves hiding how they work. ( )
54. Online reviews are always accurate and trustworthy. ( )
55. Themes and Variants tools enable you to select presentation style. ( )
56. PowerPoint enhances understanding better than plain text. ( )
57. The editing tools in Word check reports for spelling, grammar, and conciseness. ( )
58. Changes in the Control Panel are automatically applied to other software. ( )
59. Messaging services are compatible only with Android devices. ( )
60. Corrupted files can be fixed by simply re-downloading them. ( )
61. Participants can see you if you turn off your camera. ( )
62. HTML can only create dynamic web content. ( )
63. When communicating with ESPs, it's necessary to be clear and focused. ( )
64. Language processing tools can be used to plagiarize work. ( )
65. Rumors and lies affect positively on companies business. ( )
66. In PowerPoint, you can choose the size of your slide in the Review tab. ( )
67. Speak quickly and unclearly during a presentation. ( )
68. The loans obtained through Aloi are used to purchase petrol minibuses. ( )
69. Messaging services allow communication through text messages only. ( )
70. GIMP can be used to make the sky seem brighter in a photo taken on a cloudy day. ( )
71. You should mute your microphone when you're not speaking. ( )
72. JavaScript is commonly used to create dynamic web content. ( )
73. Chatbots in chat windows are real people responding to questions online. ( )
74. AI tools should be beneficial and used to help society. ( )
75. You should use AI tools to invade people's privacy or cheat them ( )

76. The font size shouldn't be more than 30 pt size ( )
77. Most laptops and computers have macOS pre-loaded. ( )
78. Egypt's first electric car is designed to accommodate seven people. ( )
79. Upon loan approval, the business owner receives a digital token ( )
80. GIMP can only be used on Windows. ( )
81. Sending a follow-up email after a video conference is not necessary. ( )
82. Using the name of another file when trying to save a file can cause an error ( )
83. Search engines provide links to relevant shopping sites. ( )
84. ESPs are sources of information that a student can potentially learn from. ( )
85. AI tools should be available to all users ( )
86. You can add pictures to PowerPoint from the internet ( )
87. There are additional prices when messaging someone worldwide on WhatsApp ( )
88. When you buy a computer or device, it usually does not have a pre-loaded OS ( )
89. You can turn off the microphone or camera by clicking on the icon again. ( )
90. GIMP does not support adding special effects to an image. ( )
91. Replacing a keyboard cable is a solution of the device won't charge ( )
92. Consumers use comparison websites to help them compare products. ( )
93. ESPs include both profit and non-profit organizations ( )
94. When using AI tools, privacy and security are not important ( )
95. As Per 10-20-30 rule, PowerPoint should exceed 10 slides. ( )
96. Aloi handles the loan process through traditional banks. ( )
97. You can't use messaging services to collaborate on a group project ( )
98. Video conference is not a real-time communication tool. ( )
99. Using a password manager is not a solution for forgetting passwords. ( )
100. Google Meet allows you to start a meeting instantly or schedule one for later. ( )
101. Buying or selling stocks does not involve any risk ( )
102. Language processing tools are not valuable resources of information. ( )
103. Consumers are overwhelmed as there are many available online shops. ( )
104. PowerPoint does not provide text animation options ( )
105. To uninstall an app on Android devices, you need to access the Google Play Store app ( )
106. Egypt's first electric car is expected to have an expensive price. ( )
107. Dynamic web content remains the same for every user. ( )

108.You can join a video conference in Google Meet by entering the code provided. ( )

109.Update your programs regularly to prevent corrupt files. ( )

110.AI designers are not accountable for mistakes made by their tools. ( )

111.Search engines used to find information about products and relevant links ( )

112.AI tools should be used to invade people's privacy ( )

113.If file name includes special characters, it may give error message when saving it ( )

114.Sending a photo using messaging services doesn't require internet access ( )

115.The layout and graphical interface of the control panel is the same in each version of Windows. ( )

116.To add additional information columns to a database, left-click the top of the column, then select Insert Column. ( )

117.Products' reviews from family and friends are helpful ( )

118.Microsoft Word allows you to set up headings using formatting tools. ( )

119.It is not necessary for AI designers to be transparent about how their tools work. ( )

Final Revision Answers

1

1. b	2. d	3. c	4. d	5. d
6. d	7. a	8. a	9. c	10. a
11. c	12. c	13. c	14. b	15. a
16. c	17. a	18. c	19. b	20. a
21. d	22. c	23. b	24. a	25. b
26. b	27. d	28. d	29. a	30. d
31. c	32. d	33. a	34. c	35. b
36. d	37. a	38. a	39. a	40. c
41. b	42. d	43. c	44. c	45. b
46. c	47. b	48. c	49. c	50. d
51. d	52. b	53. d	54. c	55. d
56. a	57. b	58. b	59. c	60. a
61. b	62. d	63. d	64. b	65. c
66. d	67. a	68. c	69. b	70. a
71. c	72. b	73. b	74. c	75. a
76. d	77. b	78. a	79. c	80. b
81. d	82. b	83. c	84. c	85. d
86. b	87. d	88. a	89. b	90. b
91. a	92. a	93. a	94. c	95. c
96. b	97. b	98. b	99. c	100. a
101. d	102. c	103. c	104. d	105. b
106. b	107. d	108. b	109. a	110. c
111. d	112. c	113. a	114. d	115. d
116. b	117. c	118. b	119. c	

2

1. (✓)	2. (✓)	3. (✓)	4. (✓)	5. (✗)
6. (✓)	7. (✓)	8. (✓)	9. (✗)	10. (✓)
11. (✓)	12. (✗)	13. (✗)	14. (✓)	15. (✓)
16. (✓)	17. (✓)	18. (✗)	19. (✓)	20. (✗)
21. (✓)	22. (✗)	23. (✗)	24. (✓)	25. (✓)
26. (✗)	27. (✗)	28. (✗)	29. (✓)	30. (✗)
31. (✓)	32. (✗)	33. (✗)	34. (✗)	35. (✓)
36. (✓)	37. (✗)	38. (✗)	39. (✓)	40. (✓)
41. (✓)	42. (✓)	43. (✗)	44. (✗)	45. (✓)
46. (✓)	47. (✗)	48. (✓)	49. (✗)	50. (✗)
51. (✗)	52. (✓)	53. (✗)	54. (✗)	55. (✓)
56. (✓)	57. (✓)	58. (✓)	59. (✗)	60. (✓)
61. (✗)	62. (✗)	63. (✓)	64. (✓)	65. (✗)
66. (✗)	67. (✗)	68. (✗)	69. (✗)	70. (✓)
71. (✓)	72. (✓)	73. (✗)	74. (✓)	75. (✗)
76. (✗)	77. (✗)	78. (✗)	79. (✓)	80. (✗)
81. (✗)	82. (✓)	83. (✓)	84. (✓)	85. (✓)
86. (✓)	87. (✗)	88. (✗)	89. (✓)	90. (✗)
91. (✗)	92. (✓)	93. (✓)	94. (✗)	95. (✗)
96. (✗)	97. (✗)	98. (✗)	99. (✗)	100. (✓)
101. (✗)	102. (✗)	103. (✓)	104. (✗)	105. (✓)
106. (✗)	107. (✗)	108. (✓)	109. (✓)	110. (✗)
111. (✓)	112. (✗)	113. (✓)	114. (✗)	115. (✗)
116. (✗)	117. (✓)	118. (✓)	119. (✗)	

Lesson 02 Ethics of Using Artificial Intelligence



Artificial Intelligence (AI): It is technology that is able to use human traits of problem-solving, reasoning, and decision-making to perform tasks.

Some common AI tools :

Tool	Usage
✓ **Facial Recognition**	Unlock your devices
✓ **Navigation Apps**	Guide you to a destination
✓ **Smart Home Devices** (such as smart thermostats)	Regulate temperature
✓ **Digital Voice Assistants**	Respond to questions/requests
✓ **Email Spam Filters**	Prevent dangerous email from reaching your inbox
✓ **Social Media Sites**	Make connection suggestions to users
✓ **Chat Windows on Websites**	provide responses from 'chatbots'
✓ **Interactive Learning Programs**	personalized for each user's unique abilities
✓ **Language Processing Tools**	Provide information - Formulate your writing or responses (texts, emails, coding, and essays)

Artificial intelligence (AI) depends on algorithms to teach it how to learn to problem-solve, use reasoning and make decisions.

The Ethics for AI designers

Inclusive: AI tools should be inclusive to all users, not just a select group.

Unbiased: Data should be based on fact, not opinion or personal views.





Beneficial: AI tools should be used to help society, not to take advantage of it.

Transparent: Be willing to explain how the AI tools work.

Protective: User privacy and security must be considered when designing AI tools.

Accountable: If an AI tool doesn't work as it should, admit the mistake, determine what went wrong and explain what is being done to fix it.

- Users of AI should also be ethical, using AI tools to help themselves, others, and society.
- Do not use AI tools to invade people's privacy, cheat or cause harm.
- Language processing tools are invaluable resources, but they can be misused to plagiarize work, create misinformation and impersonate people.
- Users must ensure that the AI tool's developer follow a code of ethics.

Lesson 03 E-Commerce



E-commerce: is the buying and selling of goods and services on the internet.

✓ There are many online shops. It can be a bit overwhelming for some consumers.

✓ Experienced consumers use technological research tools to help them make the best purchasing decisions.

Some technological research tools that for shopping online:

- Search Engines
- Comparison Websites
- Online Reviews

1 - Search Engines

Search engines can be used to find information, including product and website information.

They provide articles about products, and links to relevant shopping sites.

They can help consumers make their decisions.



2 - Comparison Websites



Consumers use comparison websites to help them compare products. Comparisons could be based on price, or quality of the product.

3 - Online Reviews



Online reviews by consumers, or even friends or family members on social media, can also be valuable. Consumers need to be careful. Some reviews may be fake or exaggerated. Information from family and friends is always a helpful way to evaluate potential purchases.



Stocks and bonds



A stock exchange : is a market where people can buy and sell shares (stocks).

The shares: are equal parts into which the ownership of the company is divided.

Stocks give the individual a percentage of ownership in a company.

The individual makes or loses money depending on the company's performance and activity. This process can be quite risky.

Companies may lose business and money because of competitors or reviews.

Negative online news stories (including rumors and lies) can also affect companies' business.

Companies can also sell bonds to help raise money.



Individuals may choose to purchase stocks to support a company they trust.

For example, a person might want to invest in a green company that helps to preserve the environment.

Stocks and bonds can be bought, managed, and sold through trusted and official websites.

Lesson 04 Communicating with Educational Service Providers



Educational service providers (ESPs) include:

- **Profit organizations**
- **Non-profit organizations**

- ESPs provide educational support.

-They are sources of information which a student can potentially learn from.

ESPs may include:

- Online libraries
- Educational publishing sites
- Online museums

Alexandria Library and Egyptian Knowledge Bank are two well-known ESPs.

You can contact ESPs:

- **Formally (Email)**
- **Less formally (Chat windows)**

E-mail

- ✓ You can contact ESPs to help you with research or other educational needs.
- ✓ For example, you can send an email request. It's important to be formal when writing to an ESP.
- ✓ Sometimes you may get an automatically generated reply thanking you for your email, and letting you know when you will receive a reply.

Chat windows



You can also communicate with some ESPs using chat windows, if they are included on their website. Here, you can be a bit less formal. However, you must still be polite and also be clear in your request.
Chat windows usually have chatbots for responses.

Chatbots : aren't real people. They are artificial intelligence (AI) computer programs designed to respond to questions online.
When communicating using chat windows, it's essential to be as clear and focused in your request as possible. Otherwise, you may not get an accurate or relevant response.

Lesson 05 — Computational Communication Tools



- There are other tools of cloud computing that you can use to communicate with everyone at the same time (real-time communication).

- This can be done by using digital tools, such as:

- Video chats
- Live television shows
- Instant chat rooms

- Real-time communication often allows you to get your message across in a more engaging way.

- Two popular video conferencing platforms are:

- Microsoft Teams



- Google Meet



Some tips for using video conferencing software via the Google Meet platform:

To create a Meet: Click on New Meeting. – Then click on the option that works for you. The option to start a meeting instantly, or to create a meeting for later.

Once you have created your meeting, copy the meeting link that Google provides. Share it with the meeting participants.

To join a Meet, there are two ways you can join a meeting:

- You can copy and paste the invite link into your browser.
- You can also enter the link into the "Enter a code or link" field. Then, click Join.

Once you're in the Meet, you will be asked to approve the use of the microphone and camera. Click on the microphone icon for audio and the camera icon for video. To turn off the camera or microphone, just click on the icon again.

Before making a video conference, remember to double check your connection and software. Fix any glitches.

During your video conference, remember that participants will be able to see you unless you turn off your camera. Dress appropriately, and be sure to smile and appear friendly. Check that your microphone is on when you're speaking, and mute it when you're not.

After your video conference, send a follow-up email. In your email, include a summary of the meeting or a link to the recording of the meeting if it was recorded.



Lesson 06 Programming and Digital Problems and How to Solve Them

Programming languages

Programming languages: are <u>commands</u> that are provided in sentences for writing computer programs.

HyperText Markup Language (HTML): is a language commonly used to create web pages.

Static web content is set and remains the same to every user who visits the website.

Dynamic web content is content that can be changed based on the individual user's interactions with the app or website.

HTML is used to create static web content.



JavaScript is a programming language allows the creation of dynamic web content.

Common digital problems

Problem	Possible solutions
Corrupted file 	• Check that the file downloaded correctly. If you're not sure, delete the corrupted file and download it again. • Try opening the file using another program. • Make sure your software version is up-to-date. If it isn't, run the necessary updates.
Device won't charge 	• Make sure your charging cable is functioning. If it isn't, replace it with a new cable. • Be sure there are no issues with your electricity or socket at home. • Check for dust and water in the charging port. Clean the port or remove the water by following the instructions from your device's provider (you can ask your teacher for help).

Problem	Possible solutions
Forgotten password 	• Click on the link that confirms you forgot your password. Follow the steps to create a new password. • In the future, use a password manager application. Set up strong unique passwords for each account and remember the master password for the password manager.
Accidental file deletion 	• Make sure you can see the "Recycle Bin" or "Trash" feature on your computer, which temporarily stores deleted files. • Regularly back up important files to an external hard drive, or cloud storage service.
Error message When trying to save a file 	• Make sure you're not using the name of another file. • Check that you have the right to access the file storage location, such as a local hard drive or cloud storage. • Check to see if your file name includes "special characters", which can prevent the file from saving properly



Lesson 07 USING PHOTO EDITING TOOLS



- You can use **Photo editing software** to alter images, making them look more professional.
- Graphic designers, photographers, and other creative professionals often use expensive software such as **Adobe Photoshop**.
- You can use similar tools for free with **GNU Image Manipulation Program (GIMP)**.
- **GIMP** is an **open-source** software that can be used on different operating systems.
- The **GIMP** program is another creation tool that you can use for **presentations**.

Some of the things you can do with GIMP

1 - Retouching



- This **enhances the photo** to make it look more beautiful.
  1- **Correct flaws** in the photo.
  Ex.: Change red eyes from camera glare to the original color, make skin look smoother, or change the color of a jacket to make it brighter.

  2- **Change the background**.
  If the photo was taken on a cloudy day, you can make the sky seem brighter.

2 - Blending



- This **combines two images** to make them look like one.
- This is useful when you present an idea for something that doesn't exist yet or show what something might look like.

3 - Special effects



- You can use different **filters** to add special effects to an image.
- EX.: you can make it look like something is moving in the photo with **motion blur**, or make it look very old with the **artistic filter gallery**.

- GIMP is an efficient and light program, so it doesn't take up a lot of space on your hard drive.
- It's a widely used program; there are online resources available to help you learn how to use it.
- Although it has a large number of tools, you can customize the interface to show only the tools that you need. You can also create keyboard shortcuts to select tools easily.
- You can download the main GIMP software.
- There are many websites that allow you to use GIMP to edit photos online.
- **GIMP** supports different file formats, and you can convert the image to different formats, such as: - PDF - GIF - JPEG.

Lesson 01 Explorer in action



Ms. Sonika Manandhar is:

1- financial technology entrepreneur

2-National Geographic Explorer

-She is from Nepal.

-Her studies focused on:

The engineering field, and robotics and artificial intelligence at Singularity University at NASA, in California.

Improving the Environment

- Ms. Manandhar uses her X™, formerly known as Twitter®, and Instagram accounts to spread awareness of the benefits of green micro-entrepreneurs for society.
- Ms. Manandhar wanted to use her knowledge to improve the local environment in Republic of Nepal by reducing the carbon emissions rate.
- She saw that using small **electric buses** could reduce the emission rate.
- She noticed that most of the minibus drivers in the capital Kathmandu were women



The fintech company Aloi

- In 2019, Ms. Manandhar co-founded the fintech company Aloi.
- Aloi is a company that helps people use financial services.
- Aloi helps women minibus drivers in the Republic of Nepal to get low-interest loans. These loans are used to:
  1- Buy electric minibuses
  2- Upgrade existing electric minibuses with long-lasting lithium-ion batteries.
- They receive and repay the loans through the company's platform, which is simpler and faster to use than most current bank loan procedures.

aloi

- When the funder approves a loan, the business owner gets a digital token.
- She spends the token with an approved seller, such as an electric vehicle seller.



- Then the business owner pays the funder back each month from the profits of her business.
- All financial transactions are sent via SMS (text), without the need to use the internet.
- The platform reports the payment information, so the funders know exactly how the loans were spent and how much is paid back.
- Passengers can schedule rides on the company's website and make payments using digital tokens or mobile wallets.

Egypt's First Electric Car

- As part of its strategy to adopt a green economy,
- Egypt launched its first locally manufactured electric car.
- In February 2023, the Arab Academy for Science, Technology and Maritime Transport announced the vehicle's specifications.
  1. The vehicle is designed to accommodate five people.
  2. Its maximum speed is 60 km/hr
  3. It uses a **lithium-ion battery**.
- The electric car is expected to have an affordable price for the Egyptian market.

Note:

- In Nepal, Riders can schedule and pay their rides using social media messaging tools on **Facebook** and **Instagram** with the digital platform's tokens or their own **mobile wallet**.
- **Mobile wallet** is an app for storing money used to:
  1- Send and receive funds   2- Pay bills
  3- Book travel tickets   4- Subscribe to services
  5- Allow users to access their money and use it electronically anywhere and at any time.

Lesson 02 OPERATING SYSTEMS AND SOFTWARE



Operating System (OS)



It is the software that manages a computer's functions, runs and coordinates the communication between the software and hardware, and allows a user to communicate with the computer easily.

- Operating System (OS) is the most important software on your computer. Without it, your computer is useless.
- OS ensures that all the software that is running at the same time gets what it needs from the Central Processing Unit (CPU), memory, and storage. This keeps your computer running smoothly.
- When you buy a computer or device, it usually has a pre-loaded OS.
- Most laptops and computers have Microsoft Windows pre-loaded, which is often used in schools and organizations.
- Apple Macintosh computers use macOS.
- You have to pay for different software for each of these
- operating systems, and macOS is generally more expensive.



- Smartphones and tablets use different operating systems, such as Android and iOS.





Changing the System Settings

- You can change the settings of an OS by using a system settings control.
- These controls have different names and appearances depending on the OS:

- **Windows:** Control Panel - **iOS:** Control Center - **macOS:** System Preferences

Windows Control Panel



- On most computers, you can locate the Control Panel by typing "Control Panel" into the search box in the taskbar.

All adjustable hardware and software settings and configurations can be modified in the Control Panel.

Example 1 Adding a New Wireless Printer

1- Select Hardware and Sound 2- Then Add a device

3- Select the one you want to add to your computer.

Example 2 Removing a Device

1- Select Hardware and Sound 2- Then Add a device 3- Select Remove.

The changes you make in the Control Panel are automatically applied to other software in your computer.

Example 3 Downloading a New Font

1- In the Control Panel, click on Fonts.

2- Drag and drop the font file from your Downloads folder into the fonts library.

- Then, when you open any Microsoft Office program, the new font will be available in the fonts drop-down menu.

The layout and graphical interface of the Control Panel is different in each version of Windows since programmers try to improve it each time an updated OS is released.

Installing and Removing Programs

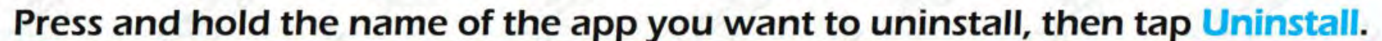
- Some software installs automatically.
- For example, when you plug a new printer into a PC, Windows downloads the correct software so you can use it immediately.

It is also simple to remove computer programs from your computer using these steps.

Removing a program in Windows

- Open the Control Panel. Select Programs.
- Then select Programs and Features.
- Find the program you want to uninstall from the list.
- Right-click on it or press and hold, then select Uninstall or Uninstall/Change.
- Follow the directions on the screen.

Removing a program in Android



- Open Google Play Store app, then tap on the Profile icon.

Tap Manage apps & devices, then Manage.

Press and hold the name of the app you want to uninstall, then tap Uninstall.

Note:

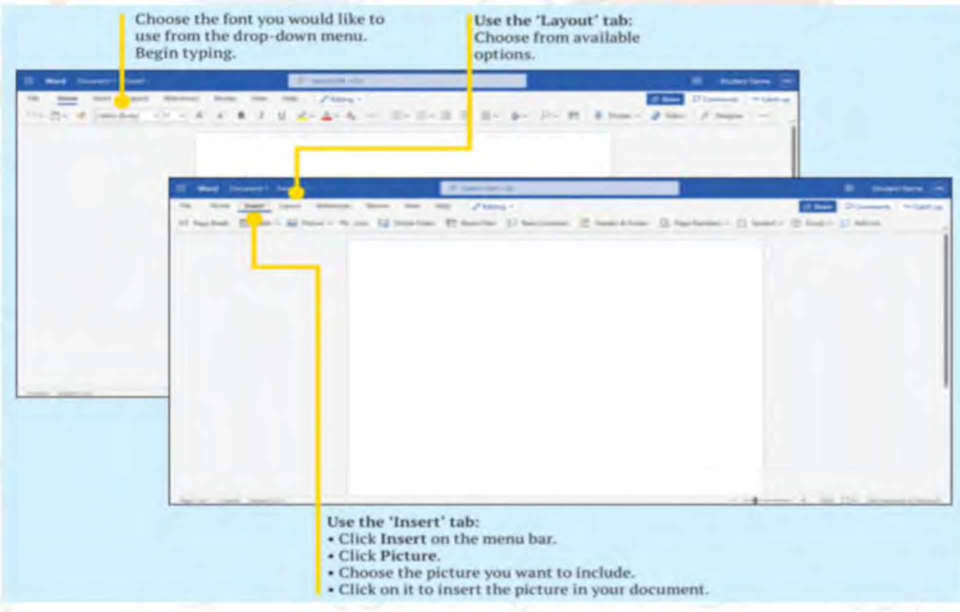
- **Linux** is a family of **open-source** operating systems, which includes variants such as **Fedora, Linux Mint,** and **Debian.**
- **Open-source** means that anyone can run Linux for any purpose and make changes to it. It can be distributed by anyone around the world.
- Operating systems that use Linux often run faster and more efficiently than other OS, such as **Windows.**

Lesson 03 WRITING AND SHARING REPORTS



Writing a report in Microsoft Word

- Microsoft Word is still the most reliable creation tool to use for writing reports to share information.
- You've become quite comfortable writing reports in Microsoft Word and using **Microsoft Word tools.**
- To choose between different designs in **Microsoft Word:**
  Click on the Layout and Insert tabs and choose the elements you want to include.



Microsoft Word tools

Formatting tools

To:
- Add bold, and italicize words
- Set up headings
- Create tables
- Insert images, hyperlinks, and footnotes.

Editing tools

To - Check reports for spelling, grammar, and conciseness.

Preview tools

To - View a document before saving or printing.

Messaging Services

- You can use messaging services, such as the WhatsApp to:
  - Communicate ideas.
  - Share information.
- You might also use messaging services to collaborate on a group project or to seek feedback from classmates or teachers.
- Like text messaging, messaging services allow you to send:
  - Text
  - Images
  - Voice messages
  - Videos
- You can include **one person** in a chat, or **many people**.

Advantages of messaging services like WhatsApp over standard text messaging

1. Since they use the internet, messages are almost always free to send and receive.
2. There are no special prices to worry about when messaging someone from across the world.
3. Messages sent are encrypted – only the intended recipient will be able to see the message.
4. Messaging services are compatible on any device and with both Android and Apple products. There are no restrictions.





Lesson 04 CREATING A PRESENTATION

- You can use Office Suite to create presentations to express opinions and ideas.
- A suitable design can make presentations engaging and visually appealing.



Microsoft PowerPoint

- It includes
  - drawing and writing tools to create text.
  - animation options to add movement to sentences and words on your slides.
- You can use Microsoft PowerPoint to create presentations to communicate ideas and opinions.
- PowerPoint has easy-to-use tools to help make material visually appealing to interest viewers.

Tools for creating a presentation in PowerPoint

Tool	Usage
Design tab >> Slide Size	- Click on it to choose the size of your slide - Choose Standard or Widescreen. - Customize your own slide size.
Design tab >> Themes and Variants	-These tools help you to choose a style for your presentation, including design and text placement.
Save As >> PDF option	- To save your presentation as a PDF file before printing <u>to keep its formatting</u>.
Edit in Review mode	- To review your presentation. - In Review mode, you can make your changes, if there any text errors or issues with the layout.
File tab >> Print	- To see a final preview of your flyer and click Print.
Insert tab >> Pictures	-To add pictures to your presentation to help get your message across. -You can upload pictures from an online picture bank, a screenshot, or from your photo album.
Insert tab >> Text box	- to write your Text - Use the Text Box to carefully craft your message. -You can also use SmartArt but make sure it's easy to read. -Remember the 10-20-30 rule when it comes to text size!

<u>10-20-30 Rule</u>

- Slides shouldn't be more than 10 slides
- Duration <u>shouldn't</u> be longer than 20 minutes
- Fonts <u>shouldn't</u> be smaller than 30 point size



Lesson 05 CREATING A DATABASE



- **Databases** store a large amount of information in a computer system.
- The data can then be easily analyzed or changed to meet the needs of users.
- Databases can be used to collect information about people, places, or things. Ex: 1- A teacher may have a secure database that includes student information such as their **student number** in the school, records and **class name**.

  2- A business may have similar databases for keeping track of employees' information.
- Note: All data must be managed in compliance with Egypt's Data Protection Laws.

Creating a Database in Microsoft Excel

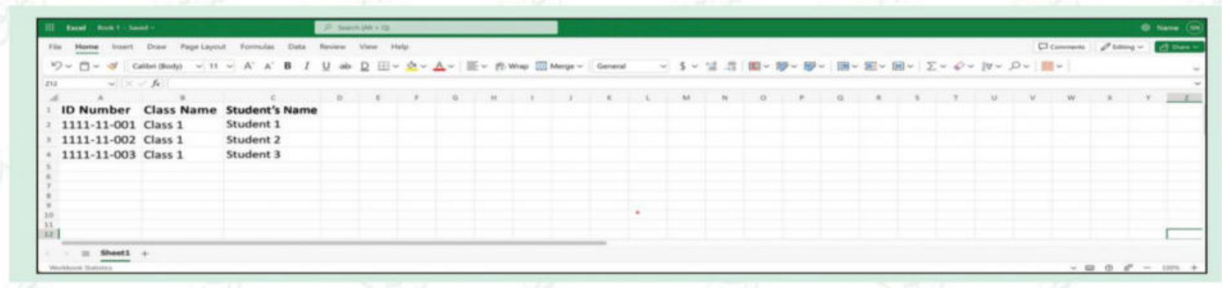
- You can use Microsoft Excel to create databases.
- The steps below explain how to add students numbers, names, and birth dates to create a database in Microsoft Excel:
- **Step 1:** Click on cells A1, B1, C1 to type in the column headings or field names that you want to add.
- **Step 2:** ID number: 1111-11-001. Type the ID number in the correct column.
- **Step 3:** Class name. Type the class name in the correct column, then move to the next column.
- **Step 4:** Student's name. Type the student's name in the correct column.
- To add additional information columns to a database:

  1- Right-click the top of the column

  2- Select Insert Column.

  3- Add your column heading.

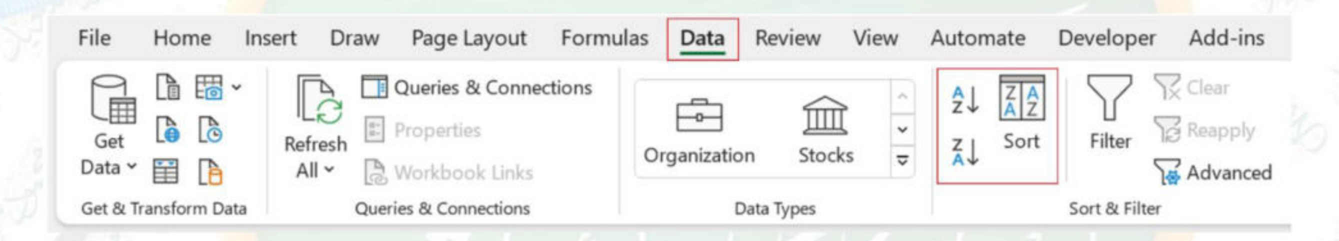
- When you type in numbers, such as a date, Excel will automatically format them.



Using Common Excel Tools

Sorting | Adding(+) | Subtracting(-) | Multiplying(*) | Dividing(/)

- **Sort:** Go to the toolbar >> Data >> Sort.



- Excel lets you manipulate numbers in your database by adding formulas.
- You can also add text (such as names) to cells, with or without using a formula.
- **To create a formula:** Type "=" in the cell. This lets Excel know you are creating a formula.

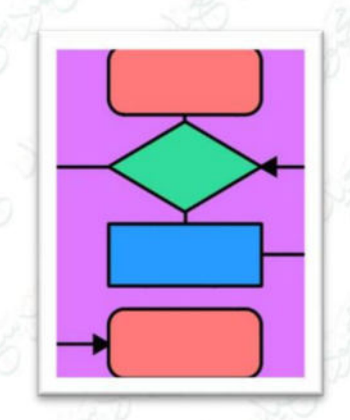
Lesson 06 CREATING DIGITAL PROJECTS



- PowerPoint is a useful presentation tool to share information with others.
- It allows you to share information not just via text, but also via visuals such as:
  -images - videos - animations -graphics.
- **Visuals** in a presentation are appealing additions to any presentation.
- PowerPoint also helps you to understand the material better than just plain text.



Flowcharts



- Another tool you can include in a PowerPoint presentation is a flowchart.
- A flowchart illustrates a series of steps.
- You can use it for visualizing, planning, presenting, and tracking progress of a task or project, including a coding project.

How to create a flowchart in PowerPoint?



1. Via the Insert tab, click on SmartArt.
2. Click on Choose a SmartArt Graphic.
3. Select Process.
4. Click on a flowchart to review its description in the dialogue box.
5. Choose the flowchart you want to use.
6. Click OK.
7. Click on [Text] in the flowchart to add your information.

How to change colors of your flowchart?

- You can change the colors of your flowchart to make it more visually appealing
    1. Select the slide and flowchart.
    2. Click on SmartArt Design.
    3. Click on Change Colors or choose an option using SmartArt Styles.
    4. Choose your desired color.

Remember



- When you give a presentation, speak clearly and slowly – and confidently!
- Give your audience an introduction about the purpose of your presentation.
- Practice your presentation in advance.
- Make sure you point towards the different sections of your flowchart.



Question 01 choose the correct Answer

1. PowerPoint presentation can include ....
   - a) text and images
   - b) videos and graphics
   - c) animations
   - d) all of them

2. Smartphones and tablets use .... operating system.
   - a) android
   - b) iOS
   - c) both a and b
   - d) mac OS

3. All Aloi's financial transactions are sent via .... , without the need to use the internet.
   - a) Email
   - b) WhatsApp
   - c) Bank acount
   - d) SMS

4. Messaging services, such as .... used worldwide for communication.
   - a) GIMP
   - b) Scratch
   - c) WhatsApp
   - d) Aloi

5. GIMP is a .... program.
   - a) free
   - b) paid
   - c) high coasted
   - d) expensive

6. .... tools in Microsoft Word allows you to insert images, hyperlinks, and footnotes.
   - a) Review
   - b) Editing
   - c) Preview
   - d) Formatting

7. .... uses human traits of problem-solving, reasoning, and decision-making to perform tasks.
   - a) AR
   - b) AI
   - c) VR
   - d) none of them

9. The recommended rule to follow in a PowerPoint presentation is ....
   - a) 5-10-15
   - b) 10-20-30
   - c) 20-30-40
   - d) 20-40-60

10. The first Egyptian electric car uses a .... battery.
    - a) nickel-cadmium
    - b) lead-acid
    - c) lithium-ion
    - d) carbon

11. Be sure the AI tool's designer or company .... a code of ethics.
    - a) neglect
    - b) ignore
    - c) Follow
    - d) a and b

12. To add a flowchart in PowerPoint, click on .... tab.
    - a) Home
    - b) Design
    - c) Animations
    - d) Insert

13. You can use .... technology to unlock your devices.
   - a) navigation apps
   - b) Paint app
   - c) facial recognition
   - d) Email spam filters

14. .... is the buying and selling of goods and services on the internet.
   - a) E-learning
   - b) Stock exchange
   - c) E-commerce
   - d) Super market

15. Apple Macintosh computers use .... operating system.
   - a) iOS
   - b) Linux
   - c) Windows
   - d) macOS

16. Consumers use .... to compare products.
   - a) comparison websites
   - b) Google
   - c) social media
   - d) stocks

17. In Excel, when you write numbers such as a date, Excel will ....
   - a) change them to text
   - b) delete them
   - c) automatically format them
   - d) Non of them

18. .... are sources of information which a student can potentially learn from.
   - a) ISPs
   - b) ESPs
   - c) Online shopping sites
   - d) Chat windows

19. The .... option is used to change the color of the flowchart in PowerPoint.
   - a) Design
   - b) Format
   - c) SmartArt Styles
   - d) Animations

20. .... help you formulating your writing or responses to something.
   - a) navigation apps
   - b) Language processing tools
   - c) Programming languages
   - d) Learning programs

21. .... tools in Microsoft Word used to check reports for spelling, grammar, and conciseness.
   - a) Preview
   - b) Editing
   - c) Formatting
   - d) Animation

22. The maximum recommended duration for a PowerPoint presentation is .... minutes.
   - a) 5
   - b) 10
   - c) 20
   - d) 30

23. You can communicate with ESPs ....
   - a) formally
   - b) less formally
   - c) both a and b
   - d) none of them

24. Experienced consumers use .... to help them make purchasing decisions.
   - a) guesses
   - b) research tools
   - c) negative stories
   - d) online shops

25. Ms. Manandhar wanted to reduce the carbon emissions rate by ....

ⓐ using petrol cars ⓑ using gas cars ⓒ using electric cars ⓓ none of them

26. .... have links to relevant shopping sites.

ⓐ Comments ⓑ SMS ⓒ Animations ⓓ Search engines

27. .... is an open source image manipulation program that used on different operating systems.

ⓐ HTML ⓑ GIMP ⓒ Adobe Photoshop ⓓ Mac OS

28. To create a meeting in Google Meet, Click on ....

ⓐ new meeting ⓑ Join meeting ⓒ leave meeting ⓓ end meeting

29. The system settings control called .... in Windows.

ⓐ Control Center ⓑ Control Panel ⓒ System Preferences ⓓ System manager

30. To create a simple formula in Excel, first type .... in the cell.

ⓐ sign "x" ⓑ sign "+" ⓒ sign "/" ⓓ Sign "="

31. When you aren't speaking in an online meeting, it is recommended to ....the microphone.

ⓐ turn on ⓑ remove ⓒ mute ⓓ none of them

32. You can correct.................. in a photo using GIMP.

ⓐ flaws ⓑ codes ⓒ audio quality ⓓ video frames

33. Digital voice assistants are primary used to ....

ⓐ play music ⓑ Respond to questions/ requests ⓒ regulate temperature ⓓ cook food

34. When presenting a PowerPoint presentation, you should speak ....

ⓐ Clearly ⓑ slowly ⓒ confidently ⓓ all of them

35. Once you're in the Meet, you should ....the use of microphone and camera.

ⓐ approve ⓑ remove ⓒ Ignore ⓓ turn off

36. Smart thermostats are smart home devices that use AI to ....

ⓐ regulate temperature ⓑ play music ⓒ clean the room ⓓ play games

37. Fonts shouldn't be smaller than .... point size in PowerPoint presentation

ⓐ 30 ⓑ 40 ⓒ 48 ⓓ 50

38 Google Meet™ is a ....

ⓐ search engine ⓑ email service ⓒ video conference app ⓓ web browser

39 To create a site with regularly updated information, programmers use ....

ⓐ HTML ⓑ Email ⓒ JavaScript ⓓ Scratch

40 A teacher may have a secure database that includes student information such as their ....

ⓐ class name ⓑ records ⓒ student number ⓓ all of them

41 Egypt's first electric car is designed to accommodate .... people.

ⓐ 3 ⓑ 5 ⓒ 7 ⓓ 14

42 Chat windows are AI tools that provide responses from ....

ⓐ Virtual reality ⓑ printers ⓒ Chatbots ⓓ SMS

43 After sending an email to an ESP, you may receive ....

ⓐ automatically generated reply ⓑ instant response ⓒ personal phone call ⓓ SMS

44 You can change the color of flowchart in PowerPoint by clicking on .... then change color.

ⓐ WordArt ⓑ Format ⓒ SmartArt Design ⓓ Insert

47 The basic tools in Microsoft Teams and Google Meet are ....

ⓐ similar ⓑ different ⓒ variable ⓓ opposite

48 .... give the individual a percentage of ownership in a company.

ⓐ Reviews ⓑ Stocks ⓒ Bonds ⓓ Liabilities

49 "Retouching" feature in GIMP software involves ....

ⓐ writing codes ⓑ editing videos ⓒ add filters ⓓ enhancing photos

50 Consumers should be careful because Some reviews may be ....

ⓐ exaggerated ⓑ fake ⓒ both a and b ⓓ none of them

51 Slides shouldn't be more than .... slides in a PowerPoint presentation.

ⓐ 5 ⓑ 7 ⓒ 8 ⓓ 10

52 .... is an example of paid photo editing software.

ⓐ HTML ⓑ MS word ⓒ Adobe Photoshop ⓓ GIMP

53 If your device won't charge, you should check ....

ⓐ charging cable ⓑ home's electricity ⓒ both a and b ⓓ software update

54 Aloi is a .... company helps people to get loans.

ⓐ fintech ⓑ education ⓒ healthcare ⓓ games

55 .... is content that remains the same to every user who visits the website.

ⓐ static content ⓑ dynamic content ⓒ interactive content ⓓ all the previous

56 You can use .... to create databases.

ⓐ Facebook ⓑ MS Teams ⓒ MS Paint ⓓ MSExcel

57 Data used in AI should be based on ....

ⓐ personal views ⓑ facts ⓒ opinions ⓓ lies

58 You can use different .... to add special effects to an image in GIMP.

ⓐ filters ⓑ flaws ⓒ links ⓓ codes

59 By using blending feature in GIMP, you can .... two images.

ⓐ separate ⓑ combine ⓒ delete ⓓ doublicate

60 To prevent accidental file deletion, you should ....

ⓐ Delete files regularly ⓑ Ignore important files ⓒ Regularly back up important files ⓓ create new password

61 Chatbots are ....

ⓐ real people ⓑ Antivirus ⓒ AI software ⓓ games

62 You can insert flowchart in PowerPoint via Insert tab, then ....

ⓐ Chart ⓑ WordArt ⓒ Picture ⓓ SmartArt

63 The web Content that changes based on user interactions is called ....

ⓐ static content ⓑ fixed content ⓒ dynamic content ⓓ both a and b

64 After creating your meeting, copy a .... that has been provided.

ⓐ text ⓑ link ⓒ page ⓓ image

65 Egypt is launching its first electric car to adopt ....

ⓐ self-driving cars ⓑ increasing emission rate ⓒ Green economy ⓓ environmental pollution

66. If a file is corrupted, you can ....
   - (a) Delete it and download it again
   - (b) Open it with another program
   - (c) both a and b
   - (d) replace the keyboard

67. .... tab in PowerPoint allows you to choose a style for your presentation.
   - (a) Design
   - (b) Insert
   - (c) Save As
   - (d) Preview

68. .... are instructions that are provided in code for writing computer programs.
   - (a) computer hardware
   - (b) Games
   - (c) programming languages
   - (d) software applications

69. You can make image look like something is moving in the photo with ....
   - (a) motion blur
   - (b) generic filter
   - (c) artistic filter gallery
   - (d) none of them

70. In Excel, go to the toolbar, Data, then click on ...., to arrange information alphabetically.
   - (a) Layout
   - (b) Format
   - (c) Design
   - (d) Sort

71. .... is not typically included in a formal email to an ESP.
   - (a) Greeting
   - (b) Emojis
   - (c) Email address
   - (d) endings

72. HTML is commonly used for creating ....
   - (a) AI software
   - (b) web pages
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73. The system settings control called .... in macOS.
   - (a) Control Center
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   - (c) System Preferences
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74. AI tools should be used to .... society, not to take advantage of it.
   - (a) harm
   - (b) help
   - (c) Damage
   - (d) hack

75. Egypt's first electric car maximum speed is .... km/hr.
   - (a) 60
   - (b) 90
   - (c) 100
   - (d) 120

76. Messaging services are compatible with .... operating system.
   - (a) Android
   - (b) iOS
   - (c) both a and b
   - (d) none of them

77. Companies can sell .... to raise money.
   - (a) bonds
   - (b) stocks
   - (c) Reviews
   - (d) lies

78. Click on .... to add information to a flowchart in PowerPoint.
   - (a) [Text]
   - (b) [Chart]
   - (c) "Design"
   - (d) "Home"

79 A person who wants to help the environment invest in .... company.

ⓐ outboard ⓑ green ⓒ fast food ⓓ clothes

80 The system settings control called .... in iOS.

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81 You can contact ESPs using ....

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82 .... is not a video conference platform.

ⓐ Google Meet™ ⓑ Microsoft Teams ⓒ Instant chat rooms ⓓ Skype

83 To see a final preview of your presentation before printing, click on .... tab.

ⓐ Design ⓑ File ⓒ Insert ⓓ Animation

84 GIMP is an .... software that can be used on different operating systems to change images.

ⓐ close source ⓑ open source ⓒ paid source ⓓ All of them

85 .... store(s) a large amount of information in a computer system.

ⓐ Search engines ⓑ Social media ⓒ Stock exchange ⓓ Databases

86 Ms. Sonika Manandhar is from ....

ⓐ USA ⓑ Nepal ⓒ Kenya ⓓ Egypt

87 If an AI tool doesn't work as it should, you should ....

ⓐ admit the mistake ⓑ blame the user ⓒ ignore the mistake ⓓ all of them

88 .... are equal parts into which the ownership of a company is divided.

ⓐ reviews ⓑ bonds ⓒ Prices ⓓ Shares

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94 Messages sent via WhatsApp are ....

ⓐ encrypted ⓑ hacked ⓒ unencrypted ⓓ public

95 .... tool can be used to add movement to sentences and words in PowerPoint.

ⓐ Writing ⓑ Design ⓒ Transition ⓓ Animation

96 To add a new wireless printer in Windows, You can select .... , then add a device.

ⓐ System and Security ⓑ Hardware and Sound ⓒ Network and Internet ⓓ Programs and Features

97 Ms. Manandhar studies focused on the .... at Singularity University.

ⓐ AI ⓑ robotics ⓒ engineering field ⓓ all the previous

98 .... not considered visuals in PowerPoint presentation.

ⓐ Images ⓑ Music ⓒ Videos ⓓ Graphics

99 The purpose of photo editing software is to ....

ⓐ write documents ⓑ surf the internet ⓒ alter images ⓓ record videos

100 Excel lets you manipulate numbers in your database by adding ....

ⓐ text ⓑ pictures ⓒ filters ⓓ formulas

Question 02 put (√) or (×)

1. A flowchart in PowerPoint illustrates a series of steps. (   )
2. Sorting data in Excel involves going to the toolbar and choosing the Format option. (   )
3. Without an operating system, your computer will become useless. (   )
4. Sending a photo using WhatsApp doesn't require internet access. (   )
5. In PowerPoint, Review mode allows you to check any text errors or issues with the layout. (   )



6. In Windows, the system settings control is called Control Center. ( )
7. Office Suite can be used to create presentations to express ideas. ( )
8. Email Spam Filters can help harmful Emails reach your inbox. ( )
9. The changes you make in the Control Panel are automatically applied to other software. ( )
10. Microsoft Excel cannot be used to create databases. ( )
11. You can include a summary of the meeting in your follow-up email. ( )
12. You can create tables by using Formatting tools in Microsoft Word. ( )
13. Comparisons websites are only based on the color of the product. ( )
14. You cannot preview your presentation before printing. ( )
15. Using electric cars as a part of Egypt's strategy to adopt a green economy. ( )
16. You should use AI tools to invade people's privacy, cheat, or cause harm. ( )
17. You can find online resources to learn how to use GIMP. ( )
18. PowerPoint allows you to share information via text only. ( )
19. MacOS is generally more expensive than other operating systems. ( )
20. GIMP can only be used on windows devices. ( )
21. Dust and water in the charging port can prevent a device from charging. ( )
22. The electric minibuses could increase the emission rate. ( )
23. You can view a document before saving or printing by using Preview tools in Microsoft Word. ( )
24. You can choose the size of your slide as Standard only. ( )
25. You can change the settings of an OS by using a system settings control. ( )
26. It's not necessary to protect yourself online when using AI tools. ( )
27. Rumors and lies are negative online news stories affect companies. ( )
28. To create a formula in Excel, we use a "=" sign. ( )
29. The layout and graphical interface of the Control Panel stay constant in all versions of Windows. ( )
30. In GIMP, you can convert the image to different formats, such as PDF, GIF and JPEG. ( )

31 Chatbots in chat windows are real people. ( )

32 If file name includes special characters, It may give error message. ( )

33 Messaging services are compatible only with Android devices. ( )

34 Shares represent equal parts of a company's ownership. ( )

35 Using a password manager is not a reliable solution for managing passwords. ( )

36 All smartphones and tablets use the Android operating system. ( )

37 Changing colors can make your flowchart more visually appealing. ( )

38 GIMP is closed source software that can't be used on different operating systems. ( )

39 HTML is used to create static web content. ( )

40 You cannot add text to cells in Excel. ( )

41 To uninstall an app on Android devices, you need to open Google Play Store app. ( )

42 Contacting ESPs more formally involves using chat windows. ( )

43 Programming languages are used to write computer programs. ( )

44 Aloi assists women minibus drivers in Nepal to obtain high-interest loans. ( )

45 Language Processing Tools can be used to plagiarize work. ( )

46 GIMP can be customized to display only the tools a user needs. ( )

47 PowerPoint does not provide text animation options. ( )

48 MS Word allows you to set up headings using formatting tools. ( )

49 Practicing your presentation in advance is not important. ( )

50 You can't include meeting recording link in your follow-up email. ( )

51 Most laptops and computers have Microsoft Windows pre-loaded. ( )

52 To sort data in Excel, go to the toolbar then choose Data. ( )

53 With GIMP, you cannot correct flaws in a photo. ( )

54 AI tools should be inclusive to all users. ( )

55 JavaScript can't be used to create dynamic web content. ( )

56 Excel can automatically format numbers like dates. ( )

57 Using the name of another file when trying to save a file can cause an error. ( )



58. There are special prices when messaging someone from across the world on WhatsApp. (   )
59. Companies may sell bonds to raise money. (   )
60. You can create a flowchart in PowerPoint via the Insert tab. (   )
61. All fonts are pre-downloaded on your computer, and you can't download a new font. (   )
62. You should mute your microphone when you're not speaking. (   )
63. Dynamic web content remains the same for every user. (   )
64. PowerPoint allows saving presentations as PDF file (   )
65. When writing to an ESP, it's not important to be formal. (   )
66. Ms. Sonika Manandhar co-founded the fintech company Aloi. (   )
67. AI designers must ignore ethical usage. (   )
68. Databases may be used by a business to track employees' information. (   )
69. Corrupted files can be fixed by simply re-downloading them. (   )
70. You should speak quickly and unclearly when presenting a PowerPoint presentation. (   )
71. You can ask ESPs help with research. (   )
72. Students cannot learn online from ESPs. (   )
73. Linux is a family of open-source operating systems. (   )
74. You can only include one person in a chat through WhatsApp. (   )
75. Many websites allow you to use GIMP to edit photos online. (   )
76. GIMP does not support adding special effects to an image. (   )
77. You can customize your own slide size in PowerPoint. (   )
78. To remove a device, select Hardware and Sound from Control Panel, then select install. (   )
79. Technological research tools, like search engines, provide link to relevant shopping sites. (   )
80. Databases can store a large amount of information in a computer system. (   )
81. All financial transactions are sent via Email, with the need to use the internet. (   )
82. GIMP can be used to blend two images together. (   )
83. Online reviews are always accurate and trustworthy. (   )
84. Microsoft Teams and Google Meet are video conferencing platforms. (   )



85	Speaking confidently is important when presenting your information.	( )
86	To add additional information columns to a database, left-clicking the top of the column and then select Insert Column.	( )
87	No need to check connection and software before a video call.	( )
88	Microsoft Word is primarily used for writing reports.	( )
89	Aloi handles the loans process through the company's platform.	( )
90	Stocks/shares do not involve any risk.	( )
91	As Per 10-20-30 rule, PowerPoint should exceed 10 slides.	( )
92	Linux often run faster and more efficiently than other OS, such as Windows.	( )
93	Chatbots on websites provide responses through chat windows.	( )
94	Adobe Photoshop and GIMP are free photo editing software.	( )
95	You can add pictures from the internet in PowerPoint.	( )
96	Ms. Manandhar studied engineering field, robotics and AI.	( )
97	Microsoft Word allows you to italicize words using editing tools.	( )
98	All data must be managed in compliance with Egypt's Data Protection Laws.	( )
99	Egypt's first electric car is designed to accommodate seven people.	( )
100	Visuals in a presentation are appealing additions to any presentation.	( )

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

- **Kindly remember that:**

Theme 3 – Lesson 1 is the only enrichment lesson.

(الدرس الاثرائي الوحيد للاطلاع فقط هو الدرس الأول من المحور الثالث)

جميع اسئلة مطابقة لمواصفات الورقة الامتحانية طبقا لآخر تعديل وزاري.

By: Mrs Suzy Atef

Answers





Question 01 choose the correct Answer

1. PowerPoint presentation can include ....
   - (a) text and images
   - (b) videos and graphics
   - (c) animations
   - (d) all of them

2. Smartphones and tablets use .... operating system.
   - (a) android
   - (b) iOS
   - (c) both a and b
   - (d) mac OS

3. All Aloi's financial transactions are sent via .... , without the need to use the internet.
   - (a) Email
   - (b) WhatsApp
   - (c) Bank acount
   - (d) SMS

4. Messaging services, such as .... used worldwide for communication.
   - (a) GIMP
   - (b) Scratch
   - (c) WhatsApp
   - (d) Aloi

5. GIMP is a .... program.
   - (a) free
   - (b) paid
   - (c) high coasted
   - (d) expensive

6. .... tools in Microsoft Word allows you to insert images, hyperlinks, and footnotes.
   - (a) Review
   - (b) Editing
   - (c) Preview
   - (d) Formatting

7. .... uses human traits of problem-solving, reasoning, and decision-making to perform tasks.
   - (a) AR
   - (b) AI
   - (c) VR
   - (d) none of them

9. The recommended rule to follow in a PowerPoint presentation is ....
   - (a) 5-10-15
   - (b) 10-20-30
   - (c) 20-30-40
   - (d) 20-40-60

10. The first Egyptian electric car uses a .... battery.
    - (a) nickel-cadmium
    - (b) lead-acid
    - (c) lithium-ion
    - (d) carbon

11. Be sure the AI tool's designer or company .... a code of ethics.
    - (a) neglect
    - (b) ignore
    - (c) Follow
    - (d) a and b

12. To add a flowchart in PowerPoint, click on .... tab.
    - (a) Home
    - (b) Design
    - (c) Animations
    - (d) Insert

13. You can use .... technology to unlock your devices.
   - a) navigation apps
   - b) Paint app
   - c) facial recognition
   - d) Email spam filters

14. .... is the buying and selling of goods and services on the internet.
   - a) E-learning
   - b) Stock exchange
   - c) E-commerce
   - d) Super market

15. Apple Macintosh computers use .... operating system.
   - a) iOS
   - b) Linux
   - c) Windows
   - d) macOS

16. Consumers use .... to compare products.
   - a) comparison websites
   - b) Google
   - c) social media
   - d) stocks

17. In Excel, when you write numbers such as a date, Excel will ....
   - a) change them to text
   - b) delete them
   - c) automatically format them
   - d) Non of them

18. .... are sources of information which a student can potentially learn from.
   - a) ISPs
   - b) ESPs
   - c) Online shopping sites
   - d) Chat windows

19. The .... option is used to change the color of the flowchart in PowerPoint.
   - a) Design
   - b) Format
   - c) SmartArt Styles
   - d) Animations

20. .... help you formulating your writing or responses to something.
   - a) navigation apps
   - b) Language processing tools
   - c) Programming languages
   - d) Learning programs

21. .... tools in Microsoft Word used to check reports for spelling, grammar, and conciseness.
   - a) Preview
   - b) Editing
   - c) Formatting
   - d) Animation

22. The maximum recommended duration for a PowerPoint presentation is .... minutes.
   - a) 5
   - b) 10
   - c) 20
   - d) 30

23. You can communicate with ESPs ....
   - a) formally
   - b) less formally
   - c) both a and b
   - d) none of them

24. Experienced consumers use .... to help them make purchasing decisions.
   - a) guesses
   - b) research tools
   - c) negative stories
   - d) online shops

25 Ms. Manandhar wanted to reduce the carbon emissions rate by ....

- a) using petrol cars
- b) using gas cars
- c) using electric cars
- d) none of them

26 .... have links to relevant shopping sites.

- a) Comments
- b) SMS
- c) Animations
- d) Search engines

27 .... is an open source image manipulation program that used on different operating systems.

- a) HTML
- b) GIMP
- c) Adobe Photoshop
- d) Mac OS

28 To create a meeting in Google Meet, Click on ....

- a) new meeting
- b) Join meeting
- c) leave meeting
- d) end meeting

29 The system settings control called .... in Windows.

- a) Control Center
- b) Control Panel
- c) System Preferences
- d) System manager

30 To create a simple formula in Excel, first type .... in the cell.

- a) sign "x"
- b) sign "+"
- c) sign "/"
- d) Sign "="

31 When you aren't speaking in an online meeting, it is recommended to ....the microphone.

- a) turn on
- b) remove
- c) mute
- d) none of them

32 You can correct.................. in a photo using GIMP.

- a) flaws
- b) codes
- c) audio quality
- d) video frames

33 Digital voice assistants are primary used to ....

- a) play music
- b) Respond to questions/ requests
- c) regulate temperature
- d) cook food

34 When presenting a PowerPoint presentation, you should speak ....

- a) Clearly
- b) slowly
- c) confidently
- d) all of them

35 Once you're in the Meet, you should ....the use of microphone and camera.

- a) approve
- b) remove
- c) Ignore
- d) turn off

36 Smart thermostats are smart home devices that use AI to ....

- a) regulate temperature
- b) play music
- c) clean the room
- d) play games

37 Fonts shouldn't be smaller than .... point size in PowerPoint presentation

- a) 30
- b) 40
- c) 48
- d) 50

38 Google Meet™ is a ....

a) search engine b) email service c) video conference app d) web browser

39 To create a site with regularly updated information, programmers use ....

a) HTML b) Email c) JavaScript d) Scratch

40 A teacher may have a secure database that includes student information such as their ....

a) class name b) records c) student number d) all of them

41 Egypt's first electric car is designed to accommodate .... people.

a) 3 b) 5 c) 7 d) 14

42 Chat windows are AI tools that provide responses from ....

a) Virtual reality b) printers c) Chatbots d) SMS

43 After sending an email to an ESP, you may receive ....

a) automatically generated reply b) instant response c) personal phone call d) SMS

44 You can change the color of flowchart in PowerPoint by clicking on .... then change color.

a) WordArt b) Format c) SmartArt Design d) Insert

47 The basic tools in Microsoft Teams and Google Meet are ....

a) similar b) different c) variable d) opposite

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98 .... not considered visuals in PowerPoint presentation.

ⓐ Images ⓑ Music ⓒ Videos ⓓ Graphics

99 The purpose of photo editing software is to ....

ⓐ write documents ⓑ surf the internet ⓒ alter images ⓓ record videos

100 Excel lets you manipulate numbers in your database by adding ....

ⓐ text ⓑ pictures ⓒ filters ⓓ formulas

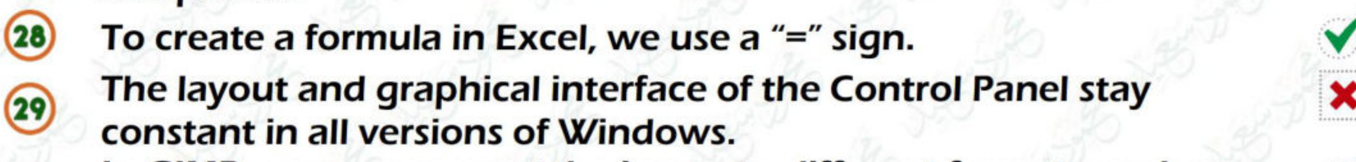
Question 02 put (√) or (×)

1. A flowchart in PowerPoint illustrates a series of steps. ✓
2. Sorting data in Excel involves going to the toolbar and choosing the Format option. ✗
3. Without an operating system, your computer will become useless. ✓
4. Sending a photo using WhatsApp doesn't require internet access. ✗
5. In PowerPoint, Review mode allows you to check any text errors or issues with the layout. ✓





6. In Windows, the system settings control is called Control Center. ✗
7. Office Suite can be used to create presentations to express ideas. ✓
8. Email Spam Filters can help harmful Emails reach your inbox. ✗
9. The changes you make in the Control Panel are automatically applied to other software. ✓
10. Microsoft Excel cannot be used to create databases. ✗
11. You can include a summary of the meeting in your follow-up email. ✓
12. You can create tables by using Formatting tools in Microsoft Word. ✓
13. Comparisons websites are only based on the color of the product. ✗
14. You cannot preview your presentation before printing. ✗
15. Using electric cars as a part of Egypt's strategy to adopt a green economy. ✓
16. You should use AI tools to invade people's privacy, cheat, or cause harm. ✗
17. You can find online resources to learn how to use GIMP. ✓
18. PowerPoint allows you to share information via text only. ✗
19. MacOS is generally more expensive than other operating systems. ✓
20. GIMP can only be used on windows devices. ✗
21. Dust and water in the charging port can prevent a device from charging. ✓
22. The electric minibuses could increase the emission rate. ✗
23. You can view a document before saving or printing by using Preview tools in Microsoft Word. ✓
24. You can choose the size of your slide as Standard only. ✗
25. You can change the settings of an OS by using a system settings control. ✓
26. It's not necessary to protect yourself online when using AI tools. ✗
27. Rumors and lies are negative online news stories affect companies. ✓



28. To create a formula in Excel, we use a "=" sign. ✓
29. The layout and graphical interface of the Control Panel stay constant in all versions of Windows. ✗
30. In GIMP, you can convert the image to different formats, such as PDF, GIF and JPEG. ✓

31	Chatbots in chat windows are real people.	✗
32	If file name includes special characters, It may give error message.	✓
33	Messaging services are compatible only with Android devices.	✗
34	Shares represent equal parts of a company's ownership.	✓
35	Using a password manager is not a reliable solution for managing passwords.	✗
36	All smartphones and tablets use the Android operating system.	✗
37	Changing colors can make your flowchart more visually appealing.	✓
38	GIMP is closed source software that can't be used on different operating systems.	✗
39	HTML is used to create static web content.	✓
40	You cannot add text to cells in Excel.	✗
41	To uninstall an app on Android devices, you need to open Google Play Store app.	✓
42	Contacting ESPs more formally involves using chat windows.	✗
43	Programming languages are used to write computer programs.	✓
44	Aloi assists women minibus drivers in Nepal to obtain high-interest loans.	✗
45	Language Processing Tools can be used to plagiarize work.	✓
46	GIMP can be customized to display only the tools a user needs.	✓
47	PowerPoint does not provide text animation options.	✗
48	MS Word allows you to set up headings using formatting tools.	✓
49	Practicing your presentation in advance is not important.	✗
50	You can't include meeting recording link in your follow-up email.	✗
51	Most laptops and computers have Microsoft Windows pre-loaded.	✓
52	To sort data in Excel, go to the toolbar then choose Data.	✓
53	With GIMP, you cannot correct flaws in a photo.	✗
54	AI tools should be inclusive to all users.	✓
55	JavaScript can't be used to create dynamic web content.	✗
56	Excel can automatically format numbers like dates.	✓
57	Using the name of another file when trying to save a file can cause an error.	✓



58 There are special prices when messaging someone from across the world on WhatsApp. ✗
59 Companies may sell bonds to raise money. ✓
60 You can create a flowchart in PowerPoint via the Insert tab. ✓
61 All fonts are pre-downloaded on your computer, and you can't download a new font. ✗
62 You should mute your microphone when you're not speaking. ✓
63 Dynamic web content remains the same for every user. ✗
64 PowerPoint allows saving presentations as PDF file ✓
65 When writing to an ESP, it's not important to be formal. ✗
66 Ms. Sonika Manandhar co-founded the fintech company Aloi. ✓
67 AI designers must ignore ethical usage. ✗
68 Databases may be used by a business to track employees' information. ✓
69 Corrupted files can be fixed by simply re-downloading them. ✓
70 You should speak quickly and unclearly when presenting a PowerPoint presentation. ✗
71 You can ask ESPs help with research. ✓
72 Students cannot learn online from ESPs. ✗
73 Linux is a family of open-source operating systems. ✓
74 You can only include one person in a chat through WhatsApp. ✗
75 Many websites allow you to use GIMP to edit photos online. ✓
76 GIMP does not support adding special effects to an image. ✗
77 You can customize your own slide size in PowerPoint. ✓
78 To remove a device, select Hardware and Sound from Control Panel, then select install. ✗
79 Technological research tools, like search engines, provide link to relevant shopping sites. ✓
80 Databases can store a large amount of information in a computer system. ✓
81 All financial transactions are sent via Email, with the need to use the internet. ✗
82 GIMP can be used to blend two images together. ✓
83 Online reviews are always accurate and trustworthy. ✗
84 Microsoft Teams and Google Meet are video conferencing platforms. ✓






85 Speaking confidently is important when presenting your information. ✓

86 To add additional information columns to a database, left-clicking the top of the column and then select Insert Column. ✗

87 No need to check connection and software before a video call. ✗

88 Microsoft Word is primarily used for writing reports. ✓

89 Aloi handles the loans process through the company's platform. ✓

90 Stocks/shares do not involve any risk. ✗

91 As Per 10-20-30 rule, PowerPoint should exceed 10 slides. ✗

92 Linux often run faster and more efficiently than other OS, such as Windows. ✓

93 Chatbots on websites provide responses through chat windows. ✓

94 Adobe Photoshop and GIMP are free photo editing software. ✗

95 You can add pictures from the internet in PowerPoint. ✓

96 Ms. Manandhar studied engineering field, robotics and AI. ✓

97 Microsoft Word allows you to italicize words using editing tools. ✗

98 All data must be managed in compliance with Egypt's Data Protection Laws. ✓

99 Egypt's first electric car is designed to accommodate seven people. ✗

100 Visuals in a presentation are appealing additions to any presentation. ✓

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

- **Kindly remember that:**

Theme 3 – Lesson 1 is the only enrichment lesson.

(الدرس الاثرائي الوحيد للاطلاع فقط هو الدرس الأول من المحور الثالث)

جميع اسئلة مطابقة لمواصفات الورقة الامتحانية طبقا لآخر تعديل وزاري.

By: Mrs Suzy Atef



Final Revision (Junior 6)

1- Choose the correct answer from a, b, c:

1. Modifications you make to the …….automatically affect other computer programs.

a. Control Panel b. recycle bin

c. Excel program d. internet explorer settings

2. .... by the consumers or family members can be valuable.

a. Stocks b. Bonds c. Online reviews d. E-commerce

3. The operating system (OS) is the software that control.............

a. how a computer operates
b. launches applications and hardware

c. facilitates simple user-to-computer communication

d. all of them

4. Computer programs with artificial intelligence (AI) called……. are made to reply to inquiries made online.

a. Chatbots b. Instagram

c. WhatsApp d. none of them

5. ………are two well-known platforms for video conferences.

a. Microsoft Teams b. Google MeetTM

c. Both a & b d. None of them

6. HTML is a programming language - that is used to create……..

a. Emails b. virtual meeting

c. web pages d. mobile games

7. To deal with images and make the needed modifications, use…………..... program.

a. Word b. Google MeetTM
c. GIMP d. Excel

8. A……………program is a tool for creating images.
a. Excel b. Word

c. GIMP d. none of them

9. .... a market where shares, or stocks, can be purchased and sold.

a. e-commerce b. stock exchange

c. e-learning d. searching tools

10. Both profit and non-profit organizations are considered…………

a. EKB b. ESP

c. ADL d. WWW
11. Try opening the file using another program, in case we have a problem………………..

a. corrupted file b. wrong password
c. missing file d. virus

12. .... a benefit of using GIMP.

a. Used on one operating system c. Closed source

b. More expensive d. None of them

d. Massachusetts Institute

13. ....operating systems is commonly pre-loaded on most laptops and computers.

a. MacOS b. "Microsoft Windows"

c. Linux d. Android

14. You can find design options to include in a Microsoft Word document in……………..

a. References tab

b. Layout and Insert tabs

c. Home tab

d. Review tab

15. .... is a tab you should select in PowerPoint if you want to add a flowchart.

a. Design b. Home

c. Insert d. Slideshow

16. OS manages different units of computer, such as………………

a. CPU
b. memory

c. storage

d. all of them

17. Any modifications you make to the.............. automatically affect other computer

programs.

a. browser settings

c. Excel settings

b. Control Panel

d. desktop interface

18. .... to the online purchasing and selling of goods and services.

a. E-commerce

b. E-mail

c. E-learning

d. E-trading

19. MacOS is.................. for additional software compared to other operating systems.

a. more expensive b. free
c. less expensive d. the same cost

20 . You can insert a picture into a Microsoft Word document from ....

a. Insert tab > Picture

b. Review tab > Picture

c. Layout tab > Picture

d. Mailing tab > Picture

2-Put (√) in front of the correct sentence and (x) in front of the wrong one.

1. Artificial intelligence Al, depends on algorithms. ( )

2. Profit and non-profit organizations are included in the category of educational service providers (ESPs). ( )

3. There are two widely used video conferencing platforms: Google MeetTM and Microsoft Teams. ( )

4. Tablets and smartphones typically run the MacOS operating system. ( )

5. Programming languages are instructions that are provided in code for writing computer programs. ( )

6. HTML can be used to create static web content. ( )

7. Microsoft Word provides tools for formatting text such as bold and italics.

( )

8. PowerPoint does not provide an option to save presentations as a PDF file. ( )

9. HTML is used to create static web content. ( )

10. Your operating system manages how your hardware and software

communicate. ( )

11. A search engine will give the user speedy results without a brief description. ( )

12. GIMP is an open-source software that can be used on different operating systems( )

13. To insert a picture in a Microsoft Word document, you should access the 'Review' tab. ( )

14. Review mode in PowerPoint is specifically designed for editing and correcting any text errors or layout issues. ( )

15. Microsoft Excel is a tool that can be used to create and manage databases. ( )

16. Most new computers come without an operating system, requiring the user to install one separately. ( )

17. You cannot change the colors of SmartArt graphics in PowerPoint. ( )

18. We use formatting tools in Word to add bold and italicize words. ( )

19. When you buy a computer or device, it usually has a pre-loaded OS. ( )

20. GIMP is a free Photo Editing Tool. ( )

21. All online reviews appear fake and overstated. ( )

22. We use editing tools to check reports for spelling and grammar.

( )

23. The Design tab in PowerPoint offers no variations and themes for styling the presentation. ( )

25. Chat windows usually have chatbots for responses. ( )

Final Revision (Junior 6)

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b. Review tab > Picture

c. Layout tab > Picture

d. Mailing tab > Picture

2-Put (√) in front of the correct sentence and (x) in front of the wrong one.

1. Artificial intelligence Al, depends on algorithms. (T)

2. Profit and non-profit organizations are included in the category of educational service providers (ESPs). (T)

3. There are two widely used video conferencing platforms: Google MeetTM and Microsoft Teams. (T)

4. Tablets and smartphones typically run the MacOS operating system. (T)

5. Programming languages are instructions that are provided in code for writing computer programs. (T)

6. HTML can be used to create static web content. (T)

7. Microsoft Word provides tools for formatting text such as bold and italics.

(T)

8. PowerPoint does not provide an option to save presentations as a PDF file. (F)

9. HTML is used to create static web content. (T)

10. Your operating system manages how your hardware and software

communicate. (T)

11. A search engine will give the user speedy results without a brief description. (F)

12. GIMP is an open-source software that can be used on different operating systems(T)

13. To insert a picture in a Microsoft Word document, you should access the 'Review' tab. (F)

14. Review mode in PowerPoint is specifically designed for editing and correcting any text errors or layout issues. (T)

15. Microsoft Excel is a tool that can be used to create and manage databases. (T)

16. Most new computers come without an operating system, requiring the user to install one separately. (F)

17. You cannot change the colors of SmartArt graphics in PowerPoint. (F)

18. We use formatting tools in Word to add bold and italicize words. (T)

19. When you buy a computer or device, it usually has a pre-loaded OS. (T)

20. GIMP is a free Photo Editing Tool. (T)

21. All online reviews appear fake and overstated. (F)

22. We use editing tools to check reports for spelling and grammar.

(T)

23. The Design tab in PowerPoint offers no variations and themes for styling the presentation. (F)

25. Chat windows usually have chatbots for responses. (T)

Question1: choose the correct answer

1- MS Mariam Mogos is a researcher, a learning technologist who works on ....

a) Games
b) Robotics
c) Social media
d) Health care

2- .... is a step-by-step procedure used for solving programs or doing computations

a) Algorithm
b) Document
c) Presentation
d) Data base

3- .... designed Alexa to converse in a human like manner

a) Yahoo
b) Microsoft
c) Google
d) Amazon

4- .... is a free programing website for children

a) Zoom
b) Scratch
c) Facebook
d) YouTube

5- Chat windows on websites provide responses from ....

a) Chatbots
b) Programing
c) Word
d) Temperature



6- You can use .... technology to unlock your phone

a) Navigation apps
b) Facial recognition
c) Word app
d) Paint app

7- .... uses human traits of problem solving, reasoning and decision-making

a) AI
b) VR
c) AR
d) All of them

8- AI tools should be used to .... the society

a) Damage
b) Harm
c) Help
d) Ignore

9- .... can be bought, managed, and sold through websites

a) Stocks
b) Bonds
c) Both a and b

10- Search engines, comparison websites and ....are technological research tools

a) Facebook
b) Online review
c) Shares

11- .... affect company's business

a) Negative online stories
b) Positive online stories
c) Both a and b



12- To be .... is advice for communicating using chat windows

a) Aggressive
b) Funny
c) Polite and clear
d) None of them

13- The main purpose of ESPs is to help ....

a) Sell products
b) Offer health care support
c) Provide entertainment
d) With educational needs

14- ....are on AI computer programs designed to respond to questions online

a) Chatbots
b) Chatrooms
c) Whatsapp

15- E-commerce is the ....of goods and services on the internet

a) Buying only
b) Selling only
c) Buying and selling
d) Storing

16- .... is not a video conference platform

a) Zoom
b) Microsoft teams
c) Instant chat rooms
d) Google meet





17- You can create a meeting using google meet by clicking on
   a) Close meeting
   b) Join meeting
   c) End meeting
   d) New meeting

18- You should click on ....icon to turn off audio on google meet
   a) Camera
   b) Microphone
   c) Share screen

19- In your email, provide a/an ....of the meeting or link to the meeting recording
   a) Data
   b) Idea
   c) Summary

20- .... is a kind of web content that can be changed based on individual user's interactions with the app or website
   a) Static web content
   b) Unchanged web content
   c) Dynamic web content
   d) HTML content

21- Using a name for the file that already exists may cause an error message when trying to .... a file
   a) Save
   b) Open
   c) Delete
   d) Print





22- You can prevent accidental file deletion through
  a) Remove files
  b) Change the file names
  c) Back up files
  d) Print files

23- .... is an open-source image manipulation program
  a) GIMP
  b) MFA
  c) HTML
  d) JAVA

24- You can .... if a photo has red eyes from camera glare using GIMP
  a) Blur the entire photo
  b) Convert the photo to black and white
  c) Both a and b
  d) Change the eye color to its original color

25- .... is a file format that cannot be handled by GIMP
  a) Jpeg
  b) Gif
  c) Docx
  d) Pdf

26- .... is a benefit of GIMP compared to photoshop
  a) Used on one operating system
  b) More expensive
  c) Open source and free to use
  d) All of them

27- The blending function of GIMP is used to ....
   a) Retouch
   b) Add special effects
   c) Change the background of a photo
   d) Combine two images to make them look like one
28- MS Sonica Manandhar is a/ an ....entrepreneur
   a) Social
   b) Cultural
   c) Financial technology
   d) Environmental
29- Aloi assist women from Nepal who drive minibuses to get ....
   a) Low interest loans
   b) Medium interest loans
   c) High interest loans
30- .... is an app for storing money
   a) Facebook
   b) Instagram
   c) Mobile wallet
31- MS Sonica saw that electric buses could .... the carbon emission rate
   a) Reduce
   b) Increase
   c) Enhance
32- .... run on Macintosh computers
   a) Windows
   b) Linux
   c) MacOS
   d) Android

33- .... use different operating systems like android and iOS

a) Smart phones
b) Google play store
c) Tablets
d) Both a and c

34- OS is the most important software on a computer and without it ....

a) You can deal with the computer
b) You cannot deal with the computer
c) You can access the website
d) All of them

35- An OS coordinates the communication between ....

a) Hardware and software
b) Software only
c) Hardware only

36- To remove the app in android device, open .... then tap profile icon

a) Google play store
b) Facebook
c) Messenger
d) Twitter

37- .... is the most reliable tool for writing reports to share information

a) Microsoft word
b) Microsoft excel
c) Power point




38- In word program, you can ....
   a) Change the font formatting
   b) Insert different shapes
   c) Create animation shapes
   d) Both a and b
39- The pictures can be inserted into document by clicking on .... tab then pictures
   a) Design
   b) Layout
   c) Insert
40- Messaging services are compatible on any device and with ....
   a) Android
   b) Apple products
   c) Both of them
41- .... is the mode that you can review your presentation and make changes
   a) Slide show mode
   b) Design mode
   c) Review mode
   d) Editing mode
42- Not smaller than .... is recommended text size according to 10-20-30 rule
   a) 10-point size
   b) 20-point size
   c) 30-point size
   d) 40-point size




43- The PowerPoint presentation shouldn't exceed .... based on 10-20-30 rule

a) 20 slides
b) 10 slides
c) 10 colors

44- Creation tools like themes and variants help you to choose .... for your presentation

a) Animation effects
b) Narration options
c) Page transitions
d) Design and text replacements

45- Via the .... tab, click on smart art to create a flowchart on PowerPoint

a) Design
b) Review
c) Insert
d) Home

46- .... are not considered visuals in a PowerPoint presentation

a) Text
b) Music
c) Videos
d) Graphics

47- Changing .... make your flowchart more visually appealing

a) Text
b) Colors
c) Font style
d) Slides





48- Data in a database can be analyzed or changed ....
   a) Manually
   b) Automatically
   c) Manually and automatically
   d) Cannot be analyzed

49- You can add additional columns to a database by .... the top of the column and selecting insert column
   a) Right click
   b) Left click
   c) Double click
   d) None of them

50- .... symbol is used for dividing numbers in Excel
   a) +
   b) –
   c) *
   d) /

Question 2: Put true or False

1- Egypt is not interested in Artificial Intelligence ( )
2- AVS stands for Alexandria voice service (   )
3- Artificial Intelligence (AI) depends on Algorithm to teach it how to learn problem solve, reasoning and making decisions ( )
4- AI designers must not follow ethical usage (   )
5- Data should not be based on Facts
6- Language processing tools can give you information and assist you with writing (   )
7- Spam filters for emails can open harmful emails from your inbox ( )

8- Online purchasing and selling of goods and services is known as e-commerce ( )
9- A market where people sell and buy shares is called supermarket (   )
10- Information from family and friends are always helpful to evaluate potential purchases (   )
11- Search engines can be used to print information ()
12- Chatbots in chat windows are real people ( )
13- ESPs include both profit and non-profit organizations that provide educational support ()
14- Chat windows are informal than Emails ()
15- It is not necessary to be formal when writing to an ESP ()
16- Google meet allows you to start a meeting instantly or schedule one for later ()
17- When using google meet, the software will ask for permission to use you microphone and camera before joining the meeting ()
18- You are required to keep your camera on the entire video conference on google meet ( )
19- HTML is a programing language used to create static web content ()
20- Java script cannot be used to create dynamic web content ( )
21- One possible reason for an error message appearing when saving a file is the file name is already existed ( )
22- The GIMP is a paid software ( )
23- GIMP is only available on one operating system ( )
24- Adobe photoshop is an expensive software (   )
25- Adding motion blur is an example of a special effect you can achieve in GIMP (   )
26- Mobile wallets can be used to pay bills ( )

27- Using electric cars is a part of Egypt's strategy to adopt green economy ( )
28- MS Sonica studied engineering and robotics and artificial intelligence ( )
29- Different operating systems such as android and iOS are used by smartphones and tablets ( )
30- If you download a new font you need to use the control panel to install It to your computer ( )
31- Most laptops and computers have android preloaded ( )
32- You can change the setting of OS by using a system settings control ( )
33- Through Microsoft word you can make presentations ( )
34- Whatsapp is used for sending and receiving messages ( )
35- You cannot change the font type in Microsoft word ( )
36- Review tab is used to insert pictures and shapes in word program ( )
37- The save as option allows you to save your presentation as a pdf to preserve its formatting ( )
38- Design tab in power point provide creation tools to choose a style for your presentation including design and text placement ( )
39- PowerPoint allows you to add pictures to your presentation but you cannot upload pictures from an online picture bank or photo album ( )
40- Microsoft excel can be considered as a database management system ( )
41- Every excel formula must begin with equal sign = ( )

42- When entering data into excel, the program does not provide any automatic formatting objects ( )
43- Excel can be used to sort data without the need to use formulas ( )
44- Inserting a flowchart involves typing a description ( )
45- Smart art graphics cannot be used for creating a flow chart in PowerPoint ( )
46- Relying only on text in a presentation can be more engaging than visuals ( )
47- Speaking clearly and showing self confidence is an effective factor in sharing presentation ( )





Question1: choose the correct answer

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c) AR
d) All of them

8- AI tools should be used to .... the society

a) Damage
b) Harm
c) Help
d) Ignore

9- .... can be bought, managed, and sold through websites

a) Stocks
b) Bonds
c) Both a and b

10- Search engines, comparison websites and ....are technological research tools

a) Facebook
b) Online review
c) Shares

11- .... affect company's business

a) Negative online stories
b) Positive online stories
c) Both a and b

12- To be .... is advice for communicating using chat windows

a) Aggressive
b) Funny
c) Polite and clear
d) None of them

13- The main purpose of ESPs is to help ....

a) Sell products
b) Offer health care support
c) Provide entertainment
d) With educational needs

14- ....are on AI computer programs designed to respond to questions online

a) Chatbots
b) Chatrooms
c) Whatsapp

15- E-commerce is the ....of goods and services on the internet

a) Buying only
b) Selling only
c) Buying and selling
d) Storing

16- .... is not a video conference platform

a) Zoom
b) Microsoft teams
c) Instant chat rooms
d) Google meet

17- You can create a meeting using google meet by clicking on
a) Close meeting
b) Join meeting
c) End meeting
d) New meeting

18- You should click on ....icon to turn off audio on google meet
a) Camera
b) Microphone
c) Share screen

19- In your email, provide a/an ....of the meeting or link to the meeting recording
a) Data
b) Idea
c) Summary

20- .... is a kind of web content that can be changed based on individual user's interactions with the app or website
a) Static web content
b) Unchanged web content
c) Dynamic web content
d) HTML content

21- Using a name for the file that already exists may cause an error message when trying to .... a file
a) Save
b) Open
c) Delete
d) Print




22- You can prevent accidental file deletion through

a) Remove files
b) Change the file names
c) Back up files
d) Print files

23- .... is an open-source image manipulation program

a) GIMP
b) MFA
c) HTML
d) JAVA

24- You can .... if a photo has red eyes from camera glare using GIMP

a) Blur the entire photo
b) Convert the photo to black and white
c) Both a and b
d) Change the eye color to its original color

25- .... is a file format that cannot be handled by GIMP

a) Jpeg
b) Gif
c) Docx
d) Pdf

26- .... is a benefit of GIMP compared to photoshop

a) Used on one operating system
b) More expensive
c) Open source and free to use
d) All of them





27- The blending function of GIMP is used to ....

a) Retouch
b) Add special effects
c) Change the background of a photo
d) Combine two images to make them look like one

28- MS Sonica Manandhar is a/ an ....entrepreneur

a) Social
b) Cultural
c) Financial technology
d) Environmental

29- Aloi assist women from Nepal who drive minibuses to get ....

a) Low interest loans
b) Medium interest loans
c) High interest loans

30- .... is an app for storing money

a) Facebook
b) Instagram
c) Mobile wallet

31- MS Sonica saw that electric buses could .... the carbon emission rate

a) Reduce
b) Increase
c) Enhance

32- .... run on Macintosh computers

a) Windows
b) Linux
c) MacOS
d) Android

33- .... use different operating systems like android and iOS
   a) Smart phones
   b) Google play store
   c) Tablets
   d) Both a and c

34- OS is the most important software on a computer and without it ....
   a) You can deal with the computer
   b) You cannot deal with the computer
   c) You can access the website
   d) All of them

35- An OS coordinates the communication between ....
   a) Hardware and software
   b) Software only
   c) Hardware only

36- To remove the app in android device, open .... then tap profile icon
   a) Google play store
   b) Facebook
   c) Messenger
   d) Twitter

37- .... is the most reliable tool for writing reports to share information
   a) Microsoft word
   b) Microsoft excel
   c) Power point

38- In word program, you can ....
a) Change the font formatting
b) Insert different shapes
c) Create animation shapes
d) Both a and b

39- The pictures can be inserted into document by clicking on .... tab then pictures
a) Design
b) Layout
c) Insert

40- Messaging services are compatible on any device and with ....
a) Android
b) Apple products
c) Both of them

41- .... is the mode that you can review your presentation and make changes
a) Slide show mode
b) Design mode
c) Review mode
d) Editing mode

42- Not smaller than .... is recommended text size according to 10-20-30 rule
a) 10-point size
b) 20-point size
c) 30-point size
d) 40-point size





43- The PowerPoint presentation shouldn't exceed .... based on 10-20-30 rule

a) 20 slides
b) 10 slides
c) 10 colors

44- Creation tools like themes and variants help you to choose .... for your presentation

a) Animation effects
b) Narration options
c) Page transitions
d) Design and text replacements

45- Via the .... tab, click on smart art to create a flowchart on PowerPoint

a) Design
b) Review
c) Insert
d) Home

46- .... are not considered visuals in a PowerPoint presentation

a) Text
b) Music
c) Videos
d) Graphics

47- Changing .... make your flowchart more visually appealing

a) Text
b) Colors
c) Font style
d) Slides

48- Data in a database can be analyzed or changed ....
a) Manually
b) Automatically
c) Manually and automatically
d) Cannot be analyzed

49- You can add additional columns to a database by .... the top of the column and selecting insert column
a) Right click
b) Left click
c) Double click
d) None of them

50- .... symbol is used for dividing numbers in Excel
a) +
b) –
c) *
d) /

Question 2: Put true or False

1- Egypt is not interested in Artificial Intelligence (F)
2- AVS stands for Alexandria voice service (F)
3- Artificial Intelligence (AI) depends on Algorithm to teach it how to learn problem solve, reasoning and making decisions (T)
4- AI designers must not follow ethical usage (F)
5- Data should not be based on Facts (F)
6- Language processing tools can give you information and assist you with writing (T)
7- Spam filters for emails can open harmful emails from your inbox (F)

8- Online purchasing and selling of goods and services is known as e-commerce (T)
9- A market where people sell and buy shares is called supermarket (F)
10- Information from family and friends are always helpful to evaluate potential purchases (T)
11- Search engines can be used to print information (F)
12- Chatbots in chat windows are real people (F)
13- ESPs include both profit and non-profit organizations that provide educational support (T)
14- Chat windows are informal than Emails (T)
15- It is not necessary to be formal when writing to an ESP (F)
16- Google meet allows you to start a meeting instantly or schedule one for later (T)
17- When using google meet, the software will ask for permission to use you microphone and camera before joining the meeting (T)
18- You are required to keep your camera on the entire video conference on google meet (F)
19- HTML is a programing language used to create static web content (T)
20- Java script cannot be used to create dynamic web content (F)
21- One possible reason for an error message appearing when saving a file is the file name is already existed (T)
22- The GIMP is a paid software (F)
23- GIMP is only available on one operating system (F)
24- Adobe photoshop is an expensive software (T)
25- Adding motion blur is an example of a special effect you can achieve in GIMP (T)

26- Mobile wallets can be used to pay bills (T)
27- Using electric cars is a part of Egypt's strategy to adopt green economy (T)
28- MS Sonica studied engineering and robotics and artificial intelligence (T)
29- Different operating systems such as android and iOS are used by smartphones and tablets (T)
30- If you download a new font you need to use the control panel to install It to your computer (T)
31- Most laptops and computers have android preloaded (F)
32- You can change the setting of OS by using a system settings control (T)
33- Through Microsoft word you can make presentations (F)
34- Whatsapp is used for sending and receiving messages (T)
35- You cannot change the font type in Microsoft word (F)
36- Review tab is used to insert pictures and shapes in word program (F)
37- The save as option allows you to save your presentation as a pdf to preserve its formatting (T)
38- Design tab in power point provide creation tools to choose a style for your presentation including design and text placement (T)
39- PowerPoint allows you to add pictures to your presentation, but you cannot upload pictures from an online picture bank or photo album (F)
40- Microsoft excel can be considered as a database management system (T)

41- Every excel formula must begin with equal sign = (T)
42- When entering data into excel, the program does not provide any automatic formatting objects (F)
43- Excel can be used to sort data without the need to use formulas (T)
44- Inserting a flowchart involves typing a description (T)
45- Smart art graphics cannot be used for creating a flow chart in PowerPoint (F)
46- Relying only on text in a presentation can be more engaging than visuals (F)
47- Speaking clearly and showing self-confidence is an effective factor in sharing presentation (T)